

YARD DUTY AND SUPERVISION POLICY

RATIONALE:

Adequate supervision of students in the school yard is a requirement of the school's duty of care. As part of its duty of care, the school is required to adequately supervise students for a defined period before school, at lunch time, recess time and after school. Findon Primary School understands it holds a high standard of care in relation to students at school. Appropriate, well organised and responsive supervision of students is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise. The Principal is responsible for ensuring that there is a well organised and responsive system of supervision in place during school hours. This policy applies to all teaching and non teaching staff at Findon Primary School, including education support staff, casual relief teachers and visiting teachers. School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students on specific dates, times and places.

AIMS:

To ensure school staff and the community understand supervision and yard duty responsibilities, to protect students from known hazards and also from those that could arise (that is, those that can be reasonably foreseen).

IMPLEMENTATION:

Before and After School

Findon Primary School grounds are supervised by school staff before school from 8.45am to 9.00am and after school from 3.30pm to 3.45pm. Outside of these before and after school hours, school staff will not be available to supervise students. Before and after school, there are three zones where school staff will supervise students, these include the oval zone, synthi zone and junior zone.

Parents/caregivers should not allow their children to attend Findon Primary School outside of these hours, unless there are pre arranged plans, such as sport practise. Families are encouraged to contact the school for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominated staff member will, as soon as practicable, follow up with the parent/caregiver to:

- advise of the supervision arrangements before school
- request that the parent/caregiver make alternate arrangements, including access and inclusion in the before school care program.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/caregivers
- attempt to contact the emergency contacts
- contact Victoria Police and/or the Department of Families, Fairness and Housing (DFFH - Child Protection) to arrange for the supervision, care and protection of the student.

Before and after school care is an option for Findon families, and is communicated through enrolment packs, conversations with families, the school newsletter and via the school website.

Yard Duty

School staff who are rostered on for yard supervision must follow the processes outlined.

Teaching staff and Educational Support staff at Findon Primary School are required to assist with yard duty supervision and will be included in the weekly roster.

The person responsible for the timetable is responsible for preparing and communicating the yard duty roster on a weekly basis. The yard duty roster is updated and displayed weekly on the whiteboard in the staffroom and emailed out to all staff prior to the week commencing. An alternate timetable for extreme weather is also documented and distributed for supervision should students be unable to be outdoors. At Findon Primary School, during recess and lunch breaks, staff will be designated to one of three specific yard duty areas to supervise. Students playing outside of these areas are considered out of bounds.

The current designated yard duty areas for our school are:

Zone	Area
Zone 1	Synthi Zone
Zone 2	Oval Zone/ Path Zone
Zone 3	Junior Zone



School yard duty times are as follows:

	Before School	11:15	11:30	11:45	2:00	2:15	After School
Synthi	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher
Oval / Path	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher
Junior	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher
Kiss and Drop	Teacher						

School staff must wear a provided safety/high visibility vest whilst on yard duty. Safety/high visibility vests will be stored outside the staffroom door, along with satchels which house the schools' yard behaviour process and basic medical supplies. Sunsmart policy is to be observed. There are three separate playground areas for students to use, the F-2 playground in the Junior Zone, 3/4 playground in the Oval Zone and 5/6 playground in the Synthi Zone.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. Changeover must be on time.

During yard duty, supervising staff must:

- methodically move around the designated zone, conducting active supervision to ensure that areas are within line of sight
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard, maintaining a proactive approach to duty
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with the school's *Student Engagement, Wellbeing and Inclusion Policy*
- ensure that students who require first aid assistance receive it as soon as practicable – care cards are located in the satchels and will be provided to students if they are able to attend the First Aid room. Yard duty teachers will attend to minor medical issues. Supplies for minor medical issues are placed in the yard duty bags i.e. Band Aids, tissues, gloves
- understand and use the emergency card process to call for urgent assistance to the office whether medical, behavioural or otherwise. The nominated teacher is always required to remain on yard duty
- ensure that a brief but adequate verbal 'handover' is provided to the next staff member in relation to any issues which may have arisen during the previous shift of yard duty, if required.

If the supervising staff member is unable to conduct yard duty at the designated time, they should swap the duty time with a colleague prior to the time and note accordingly on the whiteboard master copy in the staffroom. In the instance of staff absence, the Daily Organiser will manage yard duty replacement. If the supervising staff member needs to leave yard duty during the allocated time, they should send a message into the office, who will contact the staff member in charge, but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the staffroom and not leave the designated area until a replacement staff member has arrived.

In the yard, students must not enter the school buildings without supervision, and must not ride bikes or scooters.

Should students require assistance during recess or lunchtime, they are required to approach the supervising yard duty staff member, in their current zone.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their teaching partner for assistance. The teacher should wait until another staff member has arrived at the classroom to supervise the class prior to leaving. In the case of severe student behaviours that cause safety concerns to students and staff, staff may remove the class from the room, whilst maintaining line of sight with the student, until assistance arrives from a member of the leadership team.

Supervision will be extended to include camps and excursions and be addressed via the planning process. Late arrivals to school and early departures will be signed in and out at the office and recorded accordingly. Findon Primary School manages Buildings and Grounds Facilities to ensure a safe space for the community. School staff, parents/caregivers and students are encouraged to speak to the Principal if you have any concerns about potential risks at our school, or our duty of care obligations.

Access to School Grounds

Access to school grounds is between 8.45am and 3.45pm, unless Out of Hours Care is utilised or prior arrangements have been made. At all other times, all visitors and volunteers are expected to sign in to the school via the front office and follow guidelines accordingly. At times (i.e. in the event of a pandemic or other such matter), there may be alternate arrangements made, by the school, or Department of Education (DE), and these will be communicated by the Principal.

Principal's Discretion

The Principal may declare any changes or restrictions to playing areas or playground rules as is deemed appropriate.

COMMUNICATION:

This policy will be communicated to the school community via:

- the school newsletter
- the school office
- induction processes
- staff briefings
- class discussions
- individual discussion with students and families
- assembly (where relevant).

EVALUATION:

This policy will be reviewed annually.

REFERENCES:

Student Wellbeing and Engagement Policy, Visitor Policy, Volunteer Policy

<https://www.findonps.vic.edu.au/index.php/school-policies/>

DE Policy Advisory Library – Supervision of Students

<https://www2.education.vic.gov.au/pal/supervision-students/policy>