



Wollert
Primary School

Yard Duty & Supervision Policy





Yard Duty and Supervision

POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the Business Manager.

PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities.

SCOPE

This policy applies to all teaching and non-teaching staff at Wollert Primary School, including education support staff, casual relief teachers and visiting teachers.

POLICY

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students. The Principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions and camps and other school activities.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, times and places.

Before and after school

Wollert Primary School's grounds are supervised by school staff from 8.40am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through our COMPASS communication portal and through regular reminders in our newsletter that they should not allow their children to attend Wollert Primary School outside of these hours. Families will be encouraged to contact the Out of School Hours Care operator (TeamKids) 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 nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.



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/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Wollert Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

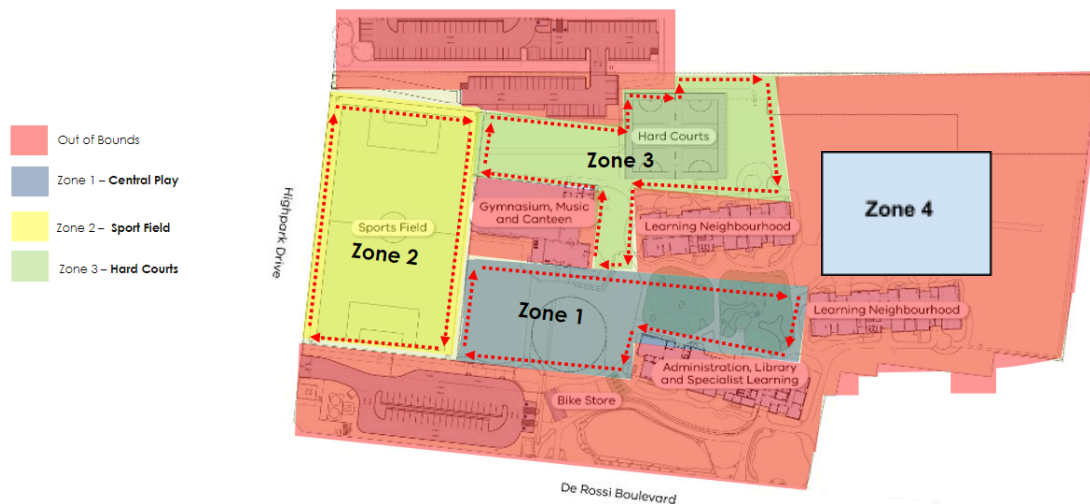
The Principal or Wellbeing Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Wollert Primary School, school staff will be designated a specific yard duty area to supervise.

Any students with positive behaviour plans or safety plans will have their plans available to all yard duty staff and communicated regularly at staff meetings. All outdoor areas are accessible to students with disability and additional needs and peer modelling and social integration between all students is encouraged.

Yard Duty Zones

The designated yard duty areas for our school as at Term 1, 2023 are:

| ZONE | AREA |
|-------------|--------------------------|
| ZONE 1 | Central Play |
| ZONE 2 | Sports Field |
| ZONE 3 | Hard Courts |
| ZONE 4 | Passive Play & Portables |



Yard duty equipment

School staff must:

- Wear a provided safety vest whilst on yard duty. Safety vests will be kept by each staff member, with additional vests stored in the Yard Duty Management area near the first aid room.
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in each Yard Duty Management area within Learning Communities.
- Be familiar with the yard duty information pack containing student health and safety information stored in the Yard Duty Management area as well as the Yard Duty folders of any information relating to student health and safety.
- Carry a mobile phone while on yard duty.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zone moving in a clockwise position ensuring line of site with students is sustained within each zone
- ensure students remain in the designated zones
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard



- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in a Yard Duty Book. Administration staff will transfer all content from the Yard Duty Books, to Compass.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving staff member in relation to any issues which may have arisen during the first shift.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Assistant Principal (or appropriate leader) with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Assistant Principal (or appropriate leader) but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should call the office/call Assistant Principal, and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

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 the administration office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving. Educational Support Staff (ESS) who are aides in the classroom supporting students, cannot be left to supervise a class without a teacher present. The teacher may ask the ESS to get assistance as required.

School activities, camps and excursions

The Principal and Leadership Team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities, camps and



excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

Digital devices and virtual classroom

Wollert Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Wollert Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in the communal areas of the Learning Community buildings or in break out spaces if adequately supervised.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored daily for every community
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disabilities or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

As a Supported Inclusion School, we will have clear processes and procedures in place to ensure student safety and wellbeing is maintained for all. A management plan will be in place for students deemed to be in a higher risk or vulnerability category (disability, additional needs). Individual student behaviour support plans and the allocation of individual or small group staff supervision (Education Support Aides) will be a part of this management plan.

Supervision of students in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision. In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- included in staff induction processes
- discussed at staff briefings or meetings, as required
- included in our staff handbook
- included as a reference in our school newsletter
- made available in hard copy from school administration upon request.



Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

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|----------------------------|--|
| Policy Last reviewed | August 2023 |
| Approved by | Principal (Kaylene Kubeil on behalf of Leanne Tingwell) |
| Next scheduled review date | August 2024 |

This policy will also be updated if significant changes are made to school grounds that require a revision of Wollert Primary School's Yard Duty and Supervision Policy.