

## **YARD DUTY / SUPERVISION POLICY**

### **Rationale**

- Adequate supervision of children within the school environment is a requirement of the school's duty of care.
- School authorities in breach of their duty of care may be liable for injuries to children.
- In schools there must be clearly allocated specific responsibilities to staff members to undertake supervision of children, as determined by the needs of the school, to protect children from reasonably foreseeable risks of injury including hazards that are known or could have reasonably been foreseen and prevented.
- Supervision extends to classrooms and other teaching and learning areas within the school.
- This duty extends to intervention in single sex areas by a teacher of the other gender, if required.
- Parents/carers are responsible for student safety when travelling to and from school. They should provide adequate supervision for students entering or exiting the school at the beginning and end of the day. They should obey traffic and parking regulations.

### **Purpose**

- To ensure Tarneit West Primary School (Interim Name) satisfies its duty of care in supervising children.
- To ensure the school complies with Department of Education and Training (DET) policy and guidelines.
- To ensure the school has strategies in place to support the Child Safe Standards 1 and 2.

### **Implementation**

- The safety & wellbeing of children is this school's highest priority.
- The school has developed the pre-requisite Duty of Care Policy.
- The principal will arrange for supervision according to school needs and ensure the staff is aware of their responsibilities to supervise children during school times as well as before and after school.
- There will be clearly allocated specific responsibilities to staff members to undertake supervision, as determined by the needs of the school, to protect children from reasonably foreseeable risks of injury including hazard that are known or could have been foreseen and prevented.
- Areas coming under supervision will include the school oval, adventure playground, areas between buildings, games areas (e.g. netball courts) and the school canteen if applicable as well as in classrooms.
- If circumstances warrant, the principal will arrange for supervision of exit and entry points.
- Children will be supervised during recess and lunch.
- The principal will ensure that school supervision is provided for fifteen minutes before and after school.
- Parents/carers will be regularly informed about the supervision that is available before and after school.
- The principal will ensure that sufficient teachers are available to supervise the departure of children at the end of the school day.
- The school will be alert to situations in which immediate and positive supervision may be required. If for example, a live power line came down outside the school, no

emergency workers had arrived, and children were about to be dismissed to walk home, the school would not allow the children to walk out unsupervised.

- Staff members are expected to be on yard duty at the appointed times.
- Children will not be permitted to leave the school grounds for lunch unless they are signed in/out by their parent/carer.
- It is essential that teachers supervising departures are not called away for other duties without alternate supervision being arranged.
- Through the school newsletter, parents/carers will be encouraged to avoid talking to teachers about their child's progress and should arrange another time for this discussion.
- Children will be closely supervised during swimming, off-site sporting activities and/or other excursions. Please refer to the school's the Swimming Instruction & Water Safety Policy.
- Visiting speakers do not have the authority to supervise students in schools. Teachers must supervise their students during a presentation from a guest speaker. This includes instructors providing religious instruction in schools.
- Please refer also to the Duty of Care Policy, the Communication Procedures & Schedule Policy, Visitors to the School Policy and the Child Safe Standards.

#### **Evaluation**

- This policy will be reviewed as part of the school's review cycle or if guidelines change (latest DET early July 2017).

<b><u>Ratification Date</u></b>	<b><u>Review Date</u></b>	<b><u>Policy Number</u></b>	<b><u>Version Number</u></b>	<b><u>Date Produced</u></b>
October 2017	2020	92	1	September 2017

Reference:

[www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx](http://www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx)