

YARD DUTY AND SUPERVISION POLICY

Purpose

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

Scope

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Tarneit Rise 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 at specific dates, time and places.

Policy

The school has developed the prerequisite *Duty of Care Policy*.

- The Principal will ensure:
 - appropriate arrangements are in place for student supervision before, during and after school hours
 - staff members are aware of their specific responsibilities relating to student supervision
 - parents/carers are regularly informed about supervision available before and after school
 - Parents/carers are responsible for the care and supervision of students travelling to and from school.
- The Principal will:
 - arrange for student supervision according to school needs
 - ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school
- When making supervision arrangements schools must consider reasonably foreseeable risks of injury including hazards that:
 - are known
 - could have been foreseen and prevented

Supervision responsibilities during school hours

The following lists supervision requirements/considerations for specific circumstances during school hours.

Recess and lunch times

Students must be supervised during recess and lunch. For students who seek to leave school premises during lunch or recess, procedures must be in place that incorporate:

- written parent/carer requests for students under 18

Cross age tutoring

If applicable, the principal will decide how much supervision to provide for formal cross-age tutoring programs based on:

- the age and maturity of students
- size of the group
- nature of the activities
- the location within the school

Excursions

The school will ensure appropriate levels of supervision are planned for all student excursions, including camps and local excursions. Refer to [Excursion Guidelines — Supervision](#).

Swimming pools

Students will always be supervised while using a swimming pool (including if a swimming pool is owned by a school, privately or by the municipal council). Refer to [Excursion Guidelines — Adventure activities](#).

Visiting speakers/instructors

Teachers must supervise their students during a presentation from a guest speaker. Visiting speakers do not have the authority to supervise students in schools. This includes instructors providing religious instruction in schools. See [Visitors in Schools](#) and [Special Religious Instruction](#) for more information.

Supervision responsibilities before and after school

The Principal will ensure:

- school supervision is provided for a minimum of 10 minutes before and after school
- parents/carers are regularly informed about supervision available before and after school
- sufficient teachers are available to supervise the departure of students at the end of the school day
- teachers supervising departures are not called away for other duties without alternate supervision being arranged

More supervision may be required:

- before or after school, based on local circumstances
- for primary students, particularly Foundation (Prep) students

Additional supervisory considerations at the beginning and end of the school day

The Principal may organise supervision of entry and exit points that considers:

- any entry or exit points that are in use
- road traffic conditions
- designated pick up and drop off areas
- whether any entry or exit points should be:
 - locked
 - designated as out of bounds
 - supervised

Before and after school

Tarneit Rise Primary School's grounds are supervised by school staff from 8:30am until 3:25pm. Outside of these hours, school staff will not be available to supervise students.

Before & after school areas of supervision:

Yard

- Cloverdale gate/playground
- Rifflebird gate/climbing frame

Gates

- Front gate at the Rifflebird reception
- Cloverdale gate – pod two entry (new entry point)
- Cloverdale gate – down ball court entry
- Community Park gate – grade 5/6 classrooms (new entry point)
- Community Park gate – sandpit entry
- Community Park gate – grade 2 classroom (new entry point)

Parents and carers should not allow their children to attend Tarneit Rise Primary School outside of these hours. Families are encouraged to contact Big Childcare on 0421 156 450 or refer to www.bigchildcare.com 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)
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

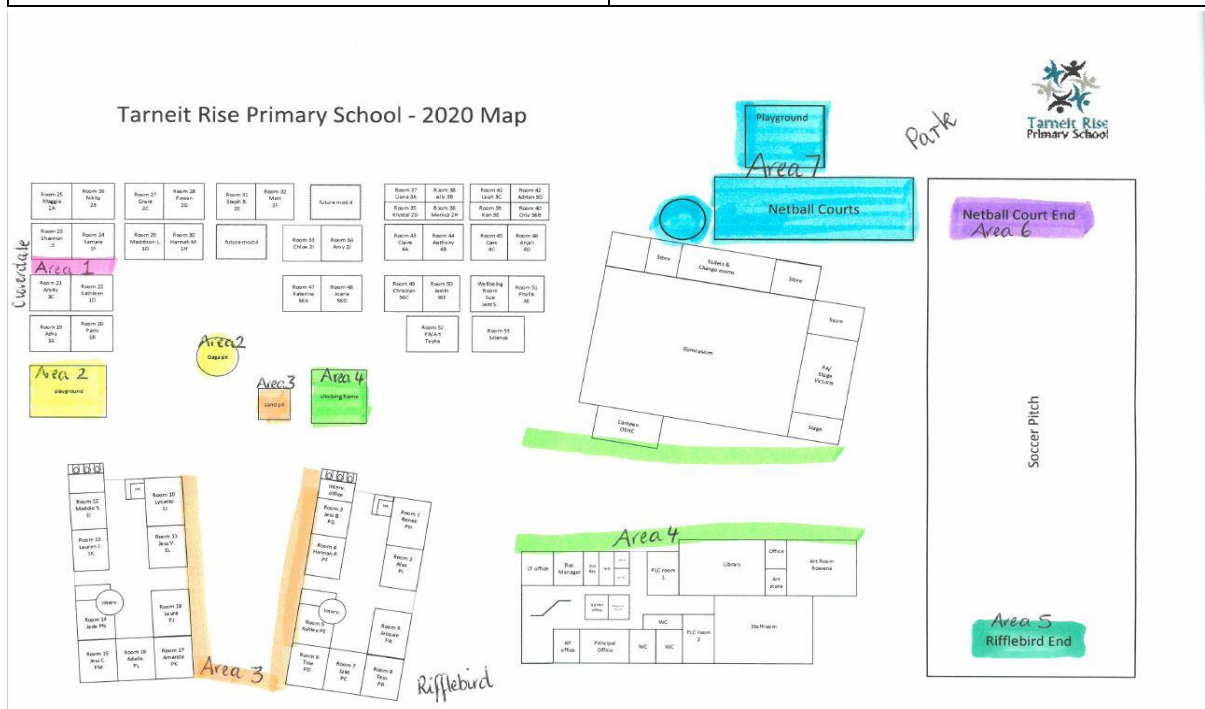
School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

All staff at Tarneit Rise Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. The principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Tarneit Rise Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 3 2020 are:

Area	
1	Downball courts
2	Playground & Gaga pit
3	Sandpit & area between pod 1 & 2
4	Climbing frame & asphalt area
5	Soccer pitch (Rifflebird end)
6	Soccer pitch (Netball court end)



School staff must wear a provided safety/hi-vis vest whilst on yard duty.

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

During yard duty, supervising staff must:

- methodically move around the designated zone
- 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 in our *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable. Each first aid bag has sick bay passes that will need to be given to the injured student.
- All areas have a tablet that staff will log any incidents or near misses as appropriate recording the students names, grades, what has happened and the executive assistant will log this on 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), ensure that a brief but adequate verbal 'handover' is given to the next 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 principal/assistant principal 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 principal/ assistant principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a student to the office to report and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

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 office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

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 activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

Further Information and Resources

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

Evaluation

- This is a mandatory policy and will be reviewed yearly as part of the school's review cycle or if guidelines change (latest DET early Aug 2019).

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
Sept 2021	2022	92	3	Sept 2017

Reference:

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