	Policy Name:	Yard Duty and Supervision	Date of Approval:	2019
	Responsible:	Leadership Team	Review Date:	2020

YARD DUTY AND SUPERVISION

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 Tyabb 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

Before and after school

Tyabb Primary School's grounds are supervised by school staff from 8.45am until 3.50pm. Outside of these hours, school staff will not be available to supervise students. We will regularly inform parents/carers of the precise times during which the school's grounds will be monitored e.g. in the school newsletter each term.

There will be 1 staff members on duty before school from 8.45am until 9.00am as classroom teachers open their doors at 8.50am to let their students in to their rooms. There are 4 staff members on duty after school each day from 3.30pm until 3.50pm – 2 staff at each of the pickup zones. These staff will remain on duty at these positions until 3.50pm.

Parents and carers should not allow their children to attend Tyabb Primary School outside of these hours. If they are unable to adhere to these times they should make alternative arrangements for the pickup of their child or book their child in to our after school care program with Camp Australia. Families are encouraged to contact Camp Australia on 1300 105 343 or www.campastralia.com.au 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 registered)
- 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 Tyabb Primary School are expected to assist with yard duty supervision and will be included in the yard duty timetable.

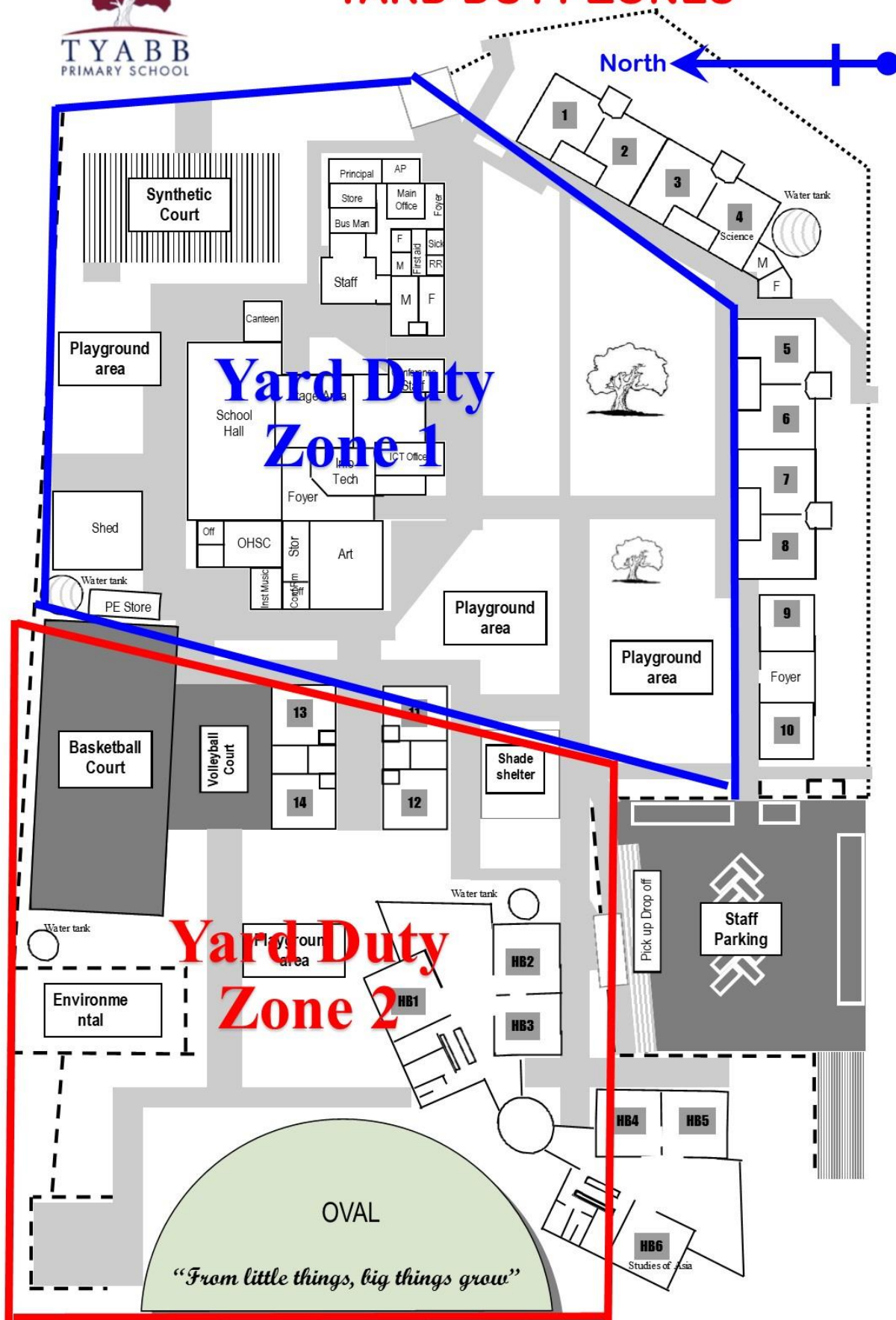
The principal or Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Tyabb Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as of Term 1, 2019 are outlined in the diagram below:

Zone	Area
Zone 1 Supervised by teachers on the Yard Duty Timetable listed as Team 1 and also announced via the school PA system.	This includes the areas outside of the Junior Block - rooms 1-8 and rooms 9 -10, artificial court, oak tree area, prep /1 playground, 2- 4 playground and around the multi-purpose building.
Zone 2 Supervised by teachers on the Yard Duty Timetable listed as Team 2 and also announced via the school PA system.	This includes the area around the portables, BER, concrete basketball court, environment centre and oval.



YARD DUTY ZONES



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be supplied to all staff and stored in classrooms with spares available on the hooks in the staffroom.

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 entire designated zone
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with our values, school welfare and discipline policy and the school's Student Engagement and Wellbeing policy
- ensure that students who require first aid assistance receive it as soon as practicable.
 - In minor cases, yard duty teachers can treat students on the spot using the supplies in their 'bum bag' eg bandaid on a minor graze.
 - In more significant cases, students should be sent to the office for first aid treatment. When sending students in to the first aid room the yard duty teacher should give students a first aid card to signify that they have spoken to a teacher.
 - In severe cases, the yard duty teacher should contact the office via mobile phone or through another student to seek first aid support at the location of the accident.

All students receiving first aid via the first aid room will have the incident and treatment recorded in the first aid book and entered on to CASES.

If being relieved of their yard duty shift by another staff member (for example, at half time play and lunch time), ensure that a brief but adequate 'handover' is given to the next staff member.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the 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 ask another staff member to take over or contact the Assistant Principal for support. They 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 contact the office 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/Specialist Area

The classroom/specialist teacher is responsible for the supervision of all students in their care during class time. **Students must be supervised at all times.** This includes the transition of classes from one part of the school to another eg walking to computer lab or assembly, doing school pride duty or going to a specialist area.

In the morning specialist teachers will collect grades and take to specialist lessons.

At the end of the specialist lesson classroom teachers will collect their students unless they are being sent out to play, dismissed at the end of day or are transitioning to another specialist lesson.

Where there is a change over from specialist to specialist they can exchange grades in the middle or make arrangements for one specialist to take to another. Either way students must be supervised at all times and must not be sent back to class without teacher supervision.

After play and lunch time classes will line up at specialist areas.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should either contact the Principal, Assistant Principal or office for assistance or seek the support of their teaching partner. The teacher should only leave when another teacher has arrived to supervise the students or the teaching partner has taken on the responsibility of supervising the students.

School activities, camps and excursions

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities both onsite and offsite eg 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](#)

REVIEW CYCLE

This policy was last updated on May 2019 and is scheduled for review in May 2020. This policy will also be updated if significant changes are made to school grounds that require a revision of Tyabb Primary School's Yard Duty and Supervision Policy.