



# YARD DUTY and SUPERVISION POLICY

## PRIMARY SCHOOL

### Edgars Creek Primary School 5310

#### 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 Edgars Creek 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**

Edgars Creek Primary School's grounds are supervised by school staff from 8.45am until 3.15pm. Outside of these hours, school staff will not be available to supervise students. School families will be informed of the precise times during which the school's grounds will be monitored at least once per term in the school newsletter and within our Parent Information documentation at the beginning of the school year or upon enrolment.

Parents and carers should not allow their children to attend Edgars Creek Primary School outside of these hours. Families are encouraged to contact the School Office on 9407 7100 or refer to Edgars Creek Primary School's website for more information about the before and after school care facilities available to our school community.

If a student arrives at school before 8.45am when supervision commences at the beginning of the day, a Principal Class Officer 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 staffmember 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..

During a pandemic, such as the 2020 COVID-19 pandemic, government schools are required to comply with the Department’s Operations Guides applicable to that specific pandemic.

The Department updates the Operations Guides as required during a pandemic based on advice from the Department of Health and Human Services (DHHS). These Operations Guides cover procedures for supervision students.

The current COVID-19 Operations Guide includes a COVID Safe Plan for Schools that ensures schools remain safe environments. Please contact the principal to view the operations guide.

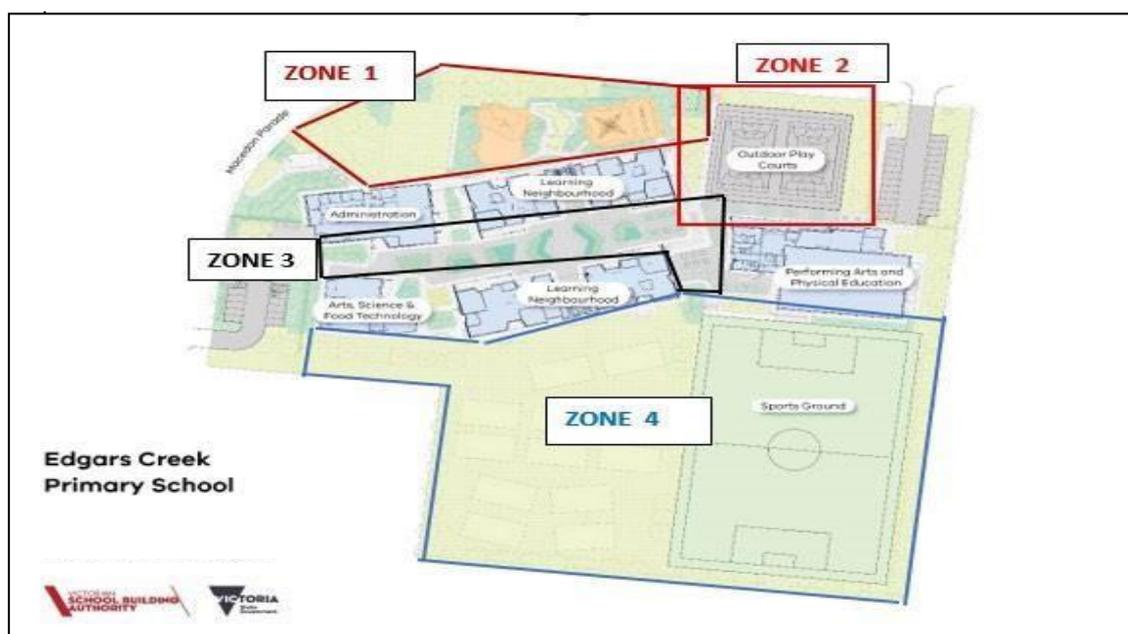
### Yard duty

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

A Principal Class Officer is responsible for preparing and communicating the yard duty roster once per term and weekly where there are specific updates. At Edgars Creek Primary School, school staff will be designated a specific yard duty area to supervise on a specific day and time.

The designated yard duty areas for our school as at Term 1, 2020 are:

Zone	Area
Zone 1	Play equipment
Zone 2	Basketball courts
Zone 3	Learning Street
Zone 4	Oval



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Administration building outside the First Aid Room.

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 covering all designated areas regularly.
- 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 Edgars Creek Primary School's *Student Engagement and Wellbeing* policy.
- ensure that students who require first aid assistance receive it as soon as practicable.
- log any incidents or near misses as appropriate as either major or minor student incidents 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 relevant Principal Class Officer 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 relevant Principal Class Officer 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 message to the School Office/to alert any of the Principal Class Team 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 relevant teacher (classroom or specialist) 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 School 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

Policy and Advisory Library:

- [Student Engagement and Wellbeing](#)
- [Duty of Care](#)
- [Child Safe Code of Conduct](#)
- [Visitors Policy](#)

## REVIEW CYCLE

This policy will be approved by School Council in March, 2021 and is scheduled for review in April, 2022. This policy will be updated if significant changes are made to school grounds that require a revision of Edgars Creek Primary School's Yard Duty and Supervision Policy.