



# Nullawarre and District Primary School

<b>POLICY:</b>	<b>YARD DUTY AND SUPERVISION POLICY</b>
<b>NOTED BY SCHOOL COUNCIL:</b>	<b>November 2021</b>
<b>TO BE REVIEWED:</b>	Annually or when changes occur to the Department's "School Policy and Advisory Guide" - <b>November 2022</b> This policy will also be updated if significant changes are made to school grounds that require a revision of Nullawarre and District Primary School's Yard Duty and Supervision Policy.

*Consultation with your school council is not required for this policy as it is operational. This has been presented to school council for noting.*



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Nullawarre and District Primary School for assistance.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Nullawarre and District 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

Nullawarre and District Primary School's grounds are supervised by school staff from 8.45am until 3.45pm. This includes supervision by school staff of outside areas, including the bus/drop-off areas and playgrounds, as well as indoor areas, including the classrooms. Outside of these hours, school staff will not be available to supervise students.

Parents/carers should not allow their children to attend Nullawarre and District Primary School outside of these hours, without prior consultation with the Principal. Information about the hours of supervision will be regularly communicated to parents in the newsletter.

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
- 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 teaching staff at Nullawarre and District 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 Nullawarre and District Primary School, school staff will be designated a specific yard duty area to supervise.

## **Yard Duty Equipment**

School staff must:

- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the corridor by the staff room.
- be familiar with the student medical plans as documented in the first aid room as well as any other students who may require additional supervision.

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 yard until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- methodically move around the yard/classrooms (e.g. wet weather) to ensure that all areas are regularly monitored
- 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 wellbeing and engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log and record all incidents on Xuno

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 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 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 send a message to the office 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 contact Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

## **School Activities, Camps and Excursions**

The Principal is 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.

## **Digital Devices and Virtual Classroom**

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

Nullawarre and District 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 a common space (i.e. a classroom) while they undertake remote learning.

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

- student attendance will be monitored daily on Xuno
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes as well as our Student Wellbeing and Engagement Policy.

## **Students Requiring Additional Supervision Support**

Sometimes students will require additional supervision, such as students with disability 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.

## **Supervision of Student 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:

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included as a reference in our school newsletter on a regular basis
- 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 shared regularly in our school's newsletter.

## FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL):
  - [Child Safe Standards](#)
  - [Cybersafety and Responsible Use of Technologies](#)
  - [Duty of Care](#)
  - [Excursions](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)