



Hughesdale Primary School

Yard Duty and Supervision Policy

Last Review
Date;
June 2021

Due for Next Review; June 2022

Included on Website;
✓Yes

Authorised (Principal);

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 Hughesdale 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

Hughesdale Primary School's grounds are supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Hughesdale Primary School outside of these hours. Families are encouraged to contact [Camp Australia](#) 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/carers 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 supervision must follow the processes outlined below.

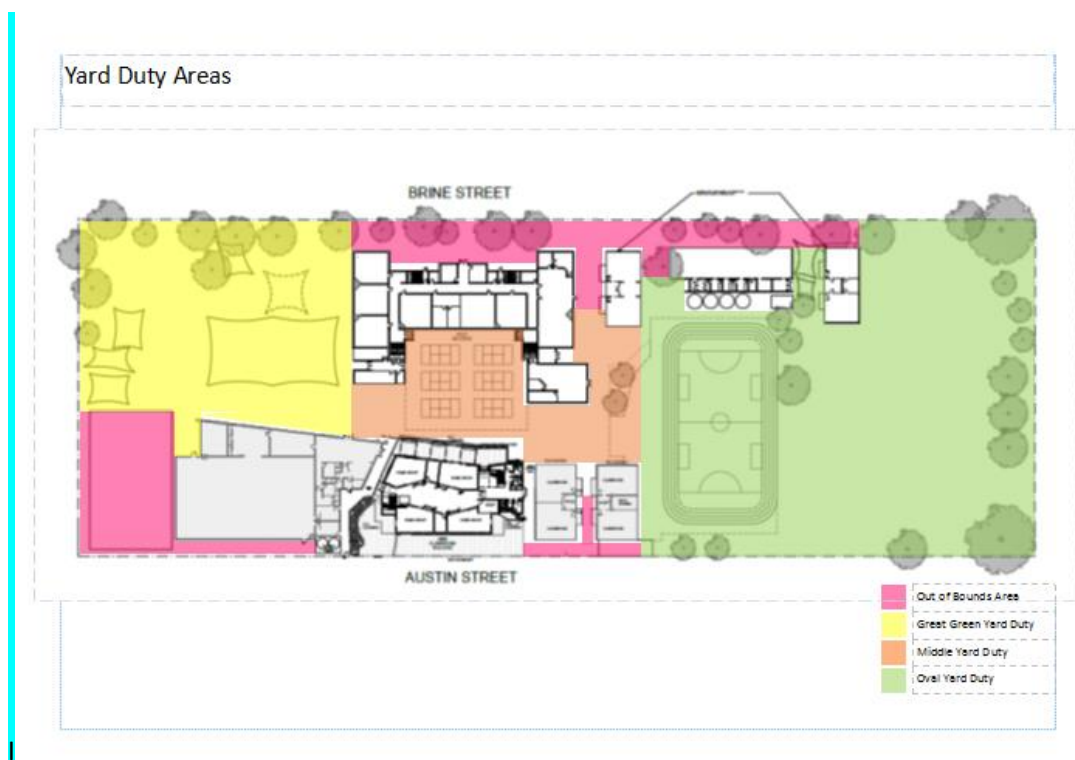
Yard duty

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

The principal's nominee (referred to in the Roles and Responsibilities Document as the Yard Duty coordinator) is responsible for preparing and communicating the yard duty roster on a regular basis. At Hughesdale Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are

Zone	Area
Zone 1	Oval
Zone 2	Great Green
Zone 3	Middle Area (Area in front of new build)



Supervision and Recess and Lunch time

- School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry a walkie-talkie.
- Safety/hi-vis vests and walkie-talkies will be stored in the Yard Duty cupboard in the gym foyer.
- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.
- Casual relief teachers will be responsible for the yard duty responsibilities of staff members they are replacing or as directed by leadership.
- A trained nurse / level 2 first aid trained staff member will be responsible for supervision of the first aid room from 10.25 – 2.00 pm, Monday to Friday.
- In the times that the nurse is not present a level 2 trained staff member will be available to manage the first aid room.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to either make a swap with another staff member or discuss the matter with the Yard Duty coordinating teacher.

- In accordance with the school's Sunsmart policy all staff must wear wide brimmed hats between 14th August and 30th April.
- Staff on yard supervision must approach people onsite who are not part of the student or staff body in the yard or alternatively seek assistance.

During yard duty, supervising staff must:

- Methodically move around the designated zone to ensure that all areas are within line of sight to at least one yard duty teacher at a time.;
- Be alert and vigilant;
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard;
- Enforce behavioural standards, as outlined in the Hughesdale Primary Playground Expectations (Appendix 1) and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures as set out in the 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 on the school's student management system (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;
- Not to leave their area of supervision to retrieve sporting equipment during recess and lunch breaks or allow students to leave the school grounds during recess and lunch breaks to retrieve sports equipment.

If on before school yard duty, staff are to open toilets and the courtyard glass doors at the 8.50am bell. At 9am, the yard duty staff are to lock the bike sheds.

If on after school duty, staff are to ensure toilet doors and courtyard glass doors are secured and the bike sheds are locked at 3.45pm. Bikes still in bike sheds at 3.45pm are to be locked in.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Yard Duty coordinator with as much notice as possible prior to the relevant yard duty shift, in order 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 office, but should not leave the designated area until a 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 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

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 a class teacher in a nearby room/Year Level Coordinator/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. 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](#)
- Related Policies
 - [SunSmart Policy](#)
- Camp Australia
 - [After School Care](#)

REVIEW CYCLE

This policy is to be reviewed every 1 year. This policy will also be updated if significant changes are made to school grounds that require a revision of Hughesdale Primary School's Yard Duty and Supervision Policy.

Appendix 1

