

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 Riverbend 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

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.

Before and after school

Riverbend Primary School grounds are supervised by school staff from 8:35am until 3:15pm. Outside of these hours, school staff will not be available to supervise students. Riverbend Primary School will inform parents/carers of the precise times during which the school's grounds will be monitored via the enrolment pack and published in the school newsletter and also on the school website.

Before school supervision will take place at the front gate and the side gate near the bike shed. After school supervision will take place at the front gate and the side gate near the bike shed.

Parents and carers should not allow their children to attend Riverbend Primary School outside of these hours. Families are encouraged to contact the OSHC provider (contact details on our website) for more information about the before and after school care facilities available to our school community.

Parents and carers will be advised through regular reminders via Compass that they should not allow their children to attend Riverbend Primary School outside of these hours. Families are encouraged to contact our school 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 Riverbend Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

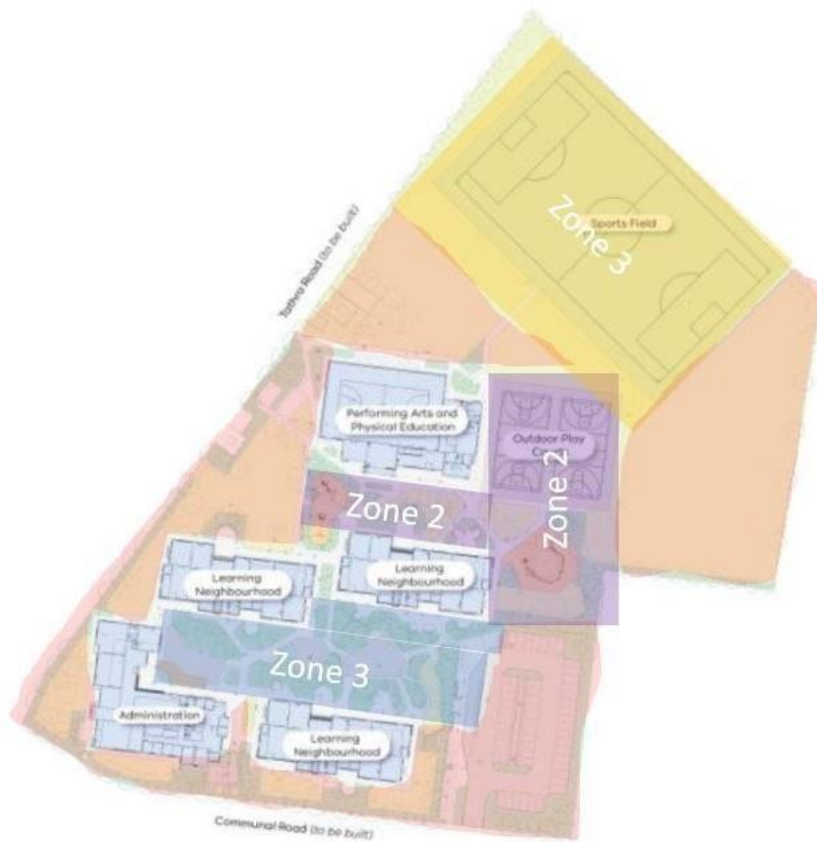
The principal is responsible for preparing and communicating the yard duty roster. The yard duty roster will be prepared at the start of each year. If changes are needed a new roster will be sent via email to all staff. At Riverbend Primary School, school staff will be designated a specific yard duty area to supervise.

Any students with positive behaviour plans or safety plans will have their plans available to all yard duty staff and communicated regularly at staff meetings. All playground areas are accessible to students with disability and additional needs and peer modelling and social integration between all students is encouraged.

Staff should be aware of students with particular needs who may require accommodations and adjustments when engaging in certain zones. For instance, a student with Autism Spectrum Disorder who is susceptible to overstimulation may be encouraged to wear noise-cancelling headphones in busier zones such as Zones 2 and 3. These will be reflected in their Individual Learning Plan.

The designated yard duty areas for our school as at Term 1, 2021 are:

Zone	Area
Zone 1	Courtyard
Zone 2	Basketball Court
Zone 3	Oval



School staff must wear a provided safety/hi-vis vest whilst on yard duty along with a mobile first aid bum-bag. All staff will have their own safety/hi-vis vest.

Staff who are rostered for yard duty must remain in the designated area until a relieving teacher replaces them.

During yard duty, supervising staff must:

- methodically move around the designated zone to actively supervise the students
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards, including acknowledging and reinforcing positive behaviour, and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in your 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 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 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 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 call the office or Assistant Principal 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 see if the teacher next door can actively supervise both classes until a replacement teacher is available. If the teacher next door is unavailable the teacher should contact the Assistant Principal or Principal for assistance. Students should not be left unattended.

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.

Digital devices and virtual classroom

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

Riverbend 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 the library.

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

- student attendance will be monitored daily
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

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.

Pandemic

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 of students.

The current COVID-19 Operations Guide includes a COVID Safe Plan for schools that ensures schools remain safe environments. The Current Operations Guide is available on the Department's intranet.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- On our school's website
- 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 sent at the beginning of each term via Compass.

FURTHER INFORMATION AND RESOURCES

Policy and Advisory Library:

- Supervision
- Duty of Care
- Child Safe Standards
- Visitors in Schools

REVIEW CYCLE and APPROVAL

Policy last reviewed	October 2021
Approved by	Principal
Next scheduled review date	Before October 2023