

# YARD DUTY AND SUPERVISION POLICY

## PURPOSE

The purpose of this policy is to explain to staff Timbarra P9 College's yard duty procedures and expectations for the appropriate supervision of primary and secondary students. 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.

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

## OBJECTIVE

To ensure that 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 and yard duty 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 Timbarra P9 College, 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, times and places.

## POLICY

### Before and after school

Timbarra P9 College 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.

**Area B and Area C** outlined on the school map on page 2 of this policy are supervised by school staff before and after school.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow primary children to attend Timbarra P9 College outside of these hours. Families will be encouraged to contact Lisa Perera on 9705 7400 or refer to <https://www.timbarrap9.vic.edu.au/oshc> for more information about the before and after school care facilities available to our school community.

If a primary 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 primary students in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

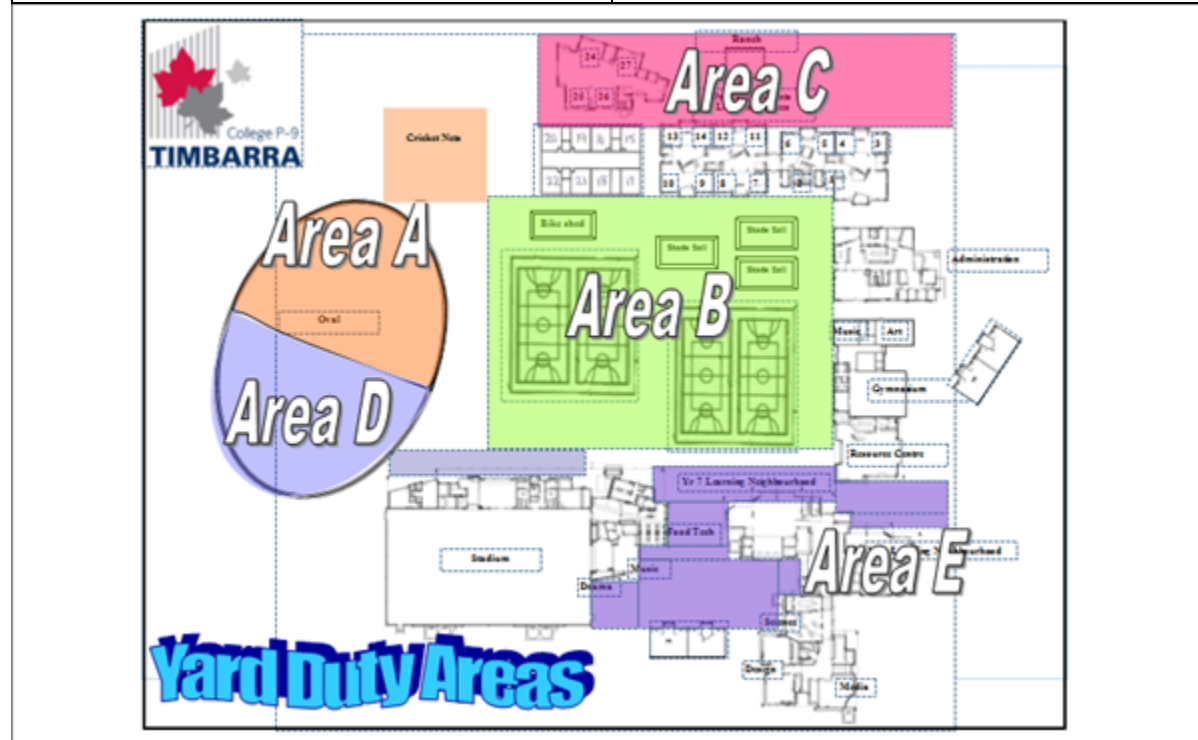
### Yard duty

All staff at Timbarra P9 College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal and Timetabler are responsible for preparing and communicating the yard duty roster on a regular basis. At Timbarra P9 College, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 1, 2022 are

Zone	Area
Area A	Oval
Area B	Primary Basketball Courts
Area C	P-2 Playground and around Kiah Building
Area D	Secondary Basketball Courts and Oval
Area E	Around outside Secondary Learning Spaces



School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.
- carry the yard duty first aid bag at all times during supervision.
- Be familiar with the yard duty information pack containing student health and safety information stored in the yard duty bags.

- Carry the relevant area phone.

All yard duty equipment is stored in the teacher resource areas in the Administration Building and must be returned after the period of supervision or handed to the relieving staff member.

Safety/hi-vis vests will be stored in teacher resource area in the Administration Building.

### **Yard duty responsibilities**

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 school 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 and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in the Yard Duty Book.
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- ensure students remain in their designated primary or secondary zones

If being relieved of their yard duty shift by another staff member, 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 teacher is unable to conduct yard duty at the designated time, they should arrange to swap with another teacher and then 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 teacher needs to leave yard duty during the allocated time, they should contact the Administration Office but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should send a message to the office and not leave the designated area until a relieving teacher has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

### **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, he or she should first contact the front office 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 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 activity. Timbarra P9 College 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. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

### **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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- 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 in our school newsletter.**

### **REVIEW CYCLE**

This policy was last updated on 13/08/22 and is scheduled for review on August 2024. This policy will also be updated if significant changes are made to school grounds that require a revision of Timbarra P9 College School's Yard Duty and Supervision Policy.

Policy last reviewed	13/08/2022
Approved by	Principal
Next scheduled review date	August 2024