



## Yard Duty and Supervision Policy

### Rationale

The school's onsite supervision policy enables students to combine structured and free play in the school setting in a safe and supported way.

### Purpose

To provide adequate and appropriate supervision of students in the school yard.

### Actions

- Supervision of students is the responsibility of all staff.
- A roster system will be used to timetable staff members for yard or indoors in the case of inclement weather supervision.
- Yard supervision will include before school, recess and lunch breaks, and after school.
- Parents/carers will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:45am each morning. OSHC – Outside School Hours Care will be provided for students, at a cost to parents, prior to this time.
- Parents/Carers will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3:45pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still within the school boundary, not being supervised by parents, after that time will be brought to the school office by the supervising teacher and parents contacted. Students will be put into OSHC – Outside School Hours Care after this time at a cost to parents.
- The yard supervision roster will require staff members to undertake yard duty before school, supervising students arriving from the front of the school, for half of recess or half of lunchtime, or after school on specific days.
- An experienced teacher will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- The roster will require:
  - a minimum of three staff members on duty during recess and lunch, each responsible for supervising a designated area of the school
  - a minimum of one staff member on duty from 8.45am – 9.00am
  - a minimum of two staff members on duty from 3.30pm – 3.45pm
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies, a note pad and pencil.
- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or at the discretion of the person responsible for the Yard Duty Roster.
- 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 coordinating teacher.
- All staff are required to wear hats while on yard duty from September to the end of April.

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.

### **Yard Duty**

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

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

The designated yard duty areas for our school as at Term 3, 2018 are:

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Each staff member will be given a safety/hi-vis vests that can be stored in their classroom.

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 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 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 send a message to the office and/or call 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 contact neighboring teacher so supervision is assured. In the event a teacher needs to leave the classroom for an extended period, the Assistant Principal will organise a replacement teacher.

### **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.

### Related Policies and Resources

This policy is to be read in conjunction with:

School Policy and Advisory Guide:

- [Supervision](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

*If further information is required, please refer to the DE&T Guidelines.*

### Review

This policy is to be reviewed every year as part of the school's policy review process.