



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 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 Rosanna Golf Links 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.

Actions

Rosanna Golf Links 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.

Before and after school each day, school staff will be available to supervise the front school entrance on Interlaken Parade and the rear entrance on Finlayson Street.

Parents and carers should not allow their children to attend Rosanna Golf Links Primary School outside of these hours. Families are encouraged to contact OSHC Coordinator or refer to TheirCare for more information about the before and after school care facilities available to the school community.

If a student arrives at school before supervision commences at the beginning of the day, the Principal, Assistant 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 with TheirCare



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- 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 Rosanna Golf Links Primary School 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 Rosanna Golf Links Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as at insert date eg Term 4, 2019) are: (see also Appendix 1 - Yard Duty Area School Map)

Zone	Area
Oval	Oval including Frog Pond
Middle	Space between the Prep building, the Hall and the portables
Basketball	Basketball Court and Playground behind Hall
Front	Triangle and playground behind 5/6 portables

School staff must wear a provided safety/hi-vis vest and carry the bag with basic first aid equipment and emergency cards whilst on yard duty. Each RGLPS staff member has been provided with their own safety/hi-vis vests and bag to store in their classroom or office.

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 zone
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard



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- 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.
- Staff are required to wear hats on yard duty from September to the end of April.
- School staff are recommended to carry their mobile phone for communication purposes whilst on yard duty.

A roster system will be used to timetable staff members for yard or indoors in the case of inclement weather supervision. This may include in the event of wet weather, extreme heat or windy conditions.

Casual Relief Teachers will be responsible for checking the board in the staffroom for yard duties allocated by the Daily Organiser/Assistant Principal.

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 Assistant Principal.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Assistant Principal (or if unavailable, a member of the Leadership Team) 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 [role eg Assistant Principal (or if unavailable, a member of the Leadership Team) 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 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.



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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 the Assistant Principal or an available member of the Leadership Team 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, 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.

Further Information and Resources

This policy is to be read in conjunction with:

School Policy and Advisory Guide:

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

Review

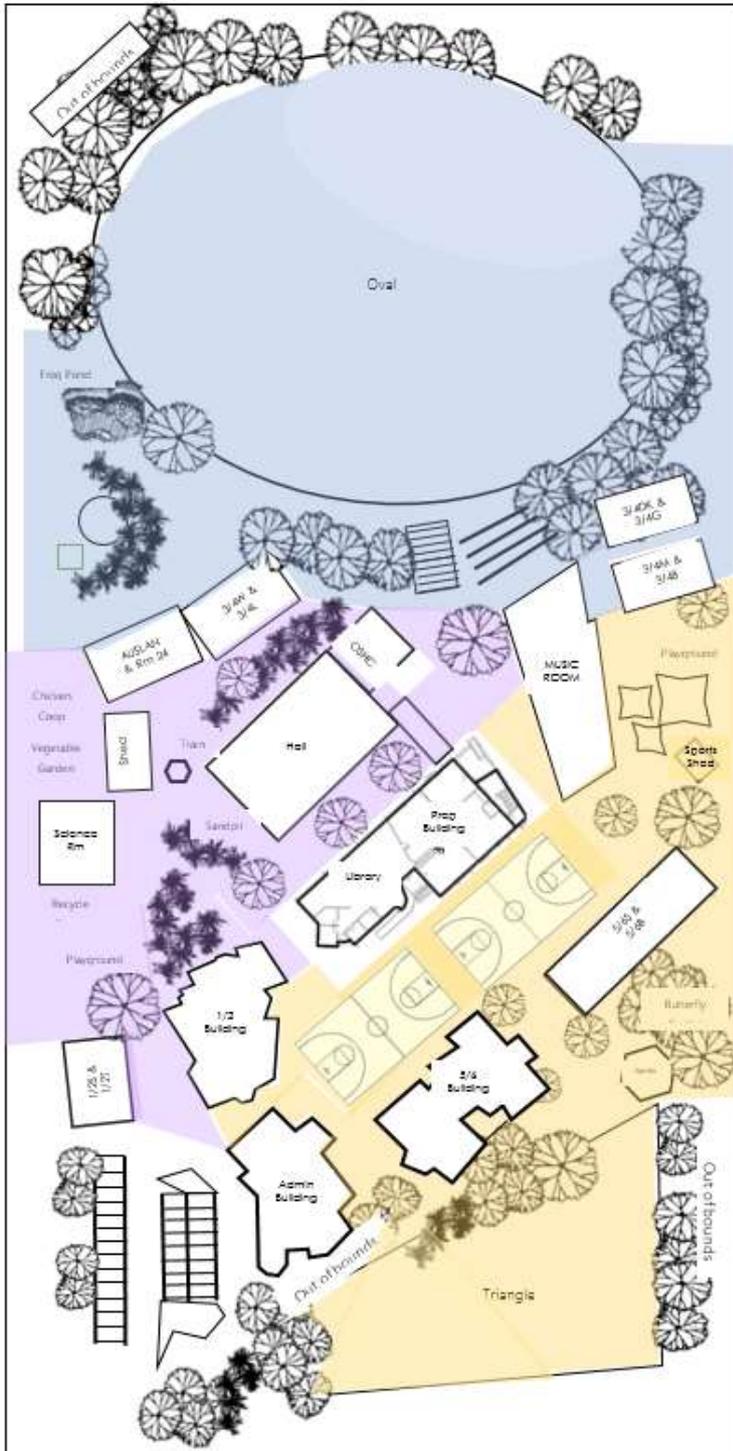
This policy was last updated on 10.2.20 and is scheduled for review on 10.2.21.

This policy will also be updated if significant changes are made to school grounds that require a revision of Rosanna Golf Links Primary School's Yard Duty and Supervision Policy.

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Appendix 1: Yard Duty Area School Map



Yard Duty Areas	
	Oval
	Middle
	Front

Times
<u>Recess</u>
1 st Half: 11 - 11.15am
2 nd Half: 11.15 - 11.30am
<u>Lunch</u>
1 st Half: 1.40 - 2.00pm
2 nd Half: 2.00 - 2.30pm

Important Information
No running or ball games in the breezeways.
Children without hats must play under shelters (trees don't count).
No swinging or playing on hand railings.
No running in the middle area.
Balls can only be <u>kicked</u> on the oval and triangle.
Teacher on duty in the middle area must supervise behind the Science Room.
Students cannot enter admin building without a yellow card.

Paper Pick Up
Students should be picking up 5 pieces of rubbish from 2.25-2.30pm. They should then be checked off on a class list.
Paper Pick Up areas are as follows:
Prep & Grade 1/2: Middle
Grade 3/4: Oval
Grade 5/6: Front