



Yard Duty and Supervision of Students Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office at Rosanna Golf Links Primary School 9457 4178.

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, 2022) are: (see also Appendix 1 - Yard Duty Area School Map)

Zone	Area
Oval	Oval including Frog Pond and area around the water tank and pump station
Middle	Space between the Prep building, the Hall and portables and the junior playground near the science room
Basketball	Basketball Court and Playground behind BER (Music and Art room)
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
- 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



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- 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 while on yard duty in-line with our Sunsmart Policy
- 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 are allocated yard duty shifts by the Daily Organiser/Assistant Principal. Yard duty times and locations are recorded on the 'CRT Daily Schedule' that CRTs are provided with at the start of each day of CRT work at the school.

Staff members who cannot fulfil their yard duty obligations due to long planned 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 fulfil their yard duty at the designated time, they should contact the Assistant Principal (or if unavailable, a member of the Leadership Team). This should be done 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 their allocated time, they should contact the Assistant Principal (or if unavailable, a member of the Leadership Team). The staff member should not leave their designated supervision area until a relieving staff member has arrived to replace them.

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 their 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 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.



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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 other departmental policies as outlined in the School Policy and Advisory Guide:

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

Review

This policy is scheduled for review on 13.10.23.

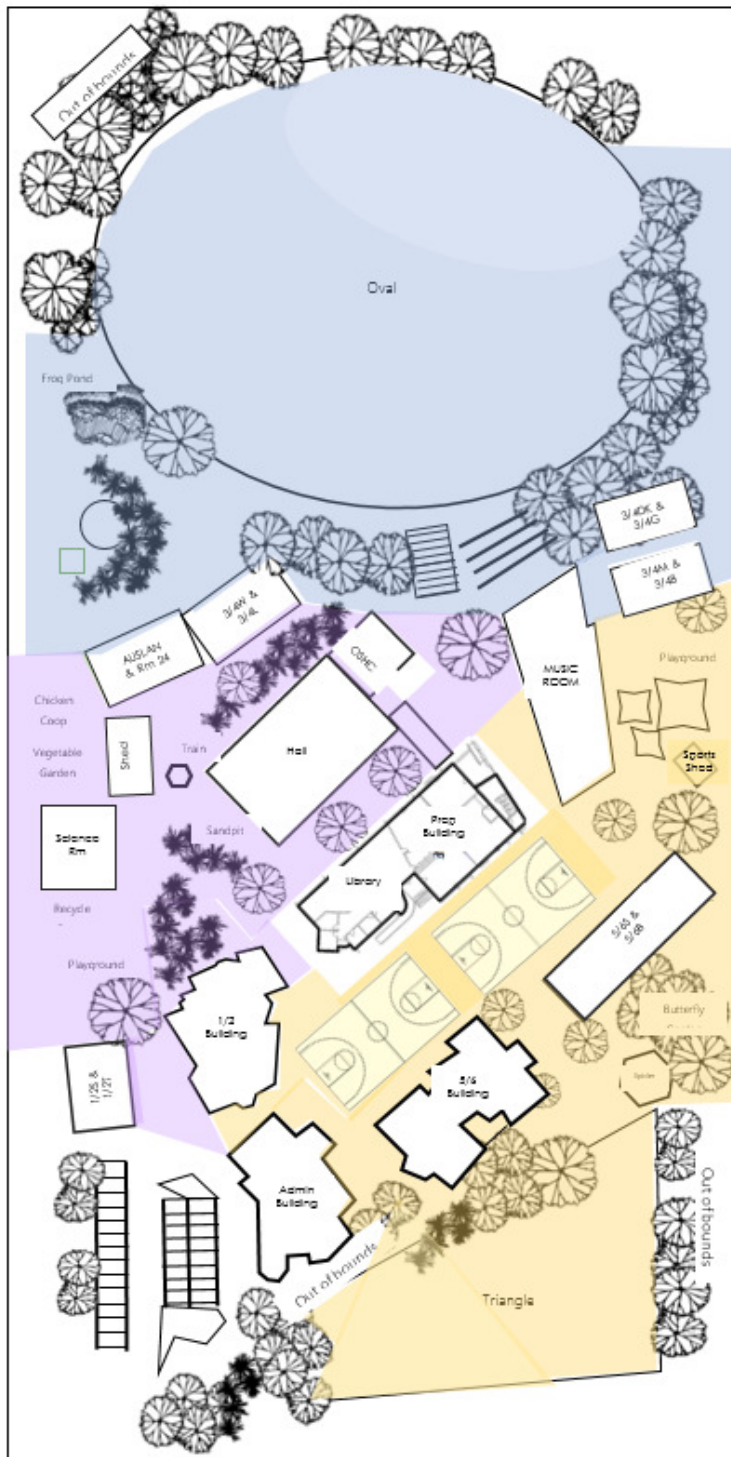
Presented and approved by Rosanna Golf Links Primary School Council on 1/12/22.

This policy will also be updated if significant changes are made to the 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

Recess
 1st Half: 11 - 11.15am
 2nd Half: 11.15 - 11.30am

Lunch
 1st Half: 1.40 - 2.00pm
 2nd 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 kicked 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