

YARD DUTY AND SUPERVISION (STAFF) 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 Tecoma 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

Before and after school

Tecoma 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. During these times a member of staff will be located at the front entrance of the school.

Parents and carers should not allow their children to attend Tecoma Primary School outside of these hours. Families are encouraged to contact the school office on 97542354 for more information about the before and after school care facilities (Tecoma OSHC), which is available for students at Tecoma Primary School.

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 the school's Out of School Hours Care (OSHC) 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

Playground supervision is an essential element in teachers' duty of care. It is now clearly established that in supervising pupils, teacher's duty of care is one of positive action.

Staff need to be aware that children are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.

At Tecoma Primary School:

- one staff member supervises the grounds between 8.45am and 9.00am and from 3.30pm until 3.45pm.
- three staff members supervise the grounds throughout each recess and lunchtime in designated areas.

All staff need to be aware that yard duty supervision within the school requires the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and duty of care responsibilities. Teachers are also expected to follow school policy whilst on duty.

All staff at Tecoma 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. Any amendments to the Yard Duty Roster will be emailed to all staff in the school's Daily Bulletin, given to any CRTs at the commencement of the day and displayed in the staff room.

At Tecoma Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school, are:

YARD DUTY AREAS	
AREA	Parts of the school covered by this area
AREA 1	Outside the library asphalt, toilets, gazebo, footpath, junior (F – 2) playground, staffroom area, quiet area
AREA 2	amphitheatre, hall embankment, roadway, around 1/2 building basketball courts
AREA 3	footpath, vegie patch, oval, senior (3-6) playground

WET DAY/ SEVERE WEATHER DUTY AREAS	
Students remain inside	
AREA	Classrooms
AREA 1	Junior School (Grade 1/2 Building) (Year 1/2 portables students to come into the BER)
AREA 2	Middle School (Senior Corridor)
AREA 3	Senior School (grade 5 & 6 portables)
Prep Learning Centre	School Leadership, as well as other staff rostered on if required.

If the supervising staff member is unable to conduct yard duty at the designated time, it is their responsibility to make arrangements for another staff member to take their place, with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made. The Assistant Principal needs to be notified so that any changes can be published in the Daily Bulletin.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the school office, 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 child to the school office with a message and not leave the designated area until a replacement staff member has arrived.

School staff must collect their areas yard duty bag from the Sick Bay and wear the provided safety/hi-vis vest whilst on yard duty. These bags are not to be carried or returned by students, as each holds an epipen.

TECOMA PRIMARY SCHOOL

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

TECOMA PRIMARY SCHOOL YARD DUTY AREAS



Whilst on duty, each staff member should:

- carry their mobile phone with them to be used in an emergency only (child leaving grounds, medical emergencies, unknown visitor in the school/outside the school fence, etc.)
- methodically move around the designated zone
- be alert and vigilant
- model SunSmart practices by wearing a hat, during the school's SunSmart months (refer to *SunSmart Policy*) and ensure students are wearing hats too.
- 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 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 an incident report sheet (which is handed to the Welfare Coordinator), or on GradeXpert, which flags an alert to the Principal, Assistant Principal, member of the Leadership team and the child's classroom teacher (if relevant)
- if being relieved of their yard duty shift by another staff member 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.

Wet Day/Extreme Weather Supervision

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- Students should remain in their classrooms under supervision during recesses and lunch times when the weather is unsuitable for them to be outside.
- This whole school decision is made by the designated staff member in charge.
- **Classroom Supervision**
- The classroom teacher is responsible for the supervision of all students in their care during class.
- Attendances are marked online (or Casual Relief Teachers (CRT's) in paper form) before 9:30am each morning and after lunch to ensure all children are present and accounted for. Where paper copies are generated, attendance slips are sent to the office at the beginning of the school day.
- At no time are students to be left unsupervised in the classroom or specialist areas. This includes before and after school, lunchtimes and recess breaks.
- It is not appropriate to leave students in the care of ancillary staff, parents or trainee teachers (by law, the duty of care cannot be delegated).
- It is not appropriate to leave students in the care of external education providers, for example incursion providers (by law, the duty of care cannot be delegated).
- In an emergency situation staff are to use the phone and contact the Principal, Assistant Principal, Leading Teacher or the teacher in the closest room.
- No student is to be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal is to be conducted by sending a student to a colleague's classroom, or to the Assistant Principal or Principal. This should be accompanied/followed by documentation.

Movement of Children

Extreme care needs to be taken in allowing students to leave the room for any reason

Use of students as monitors outside the room during class time should normally occur with the approval of the area Leader and/or Principal-Assistant Principal. Children must not be unaccompanied

Classes should be accompanied by a teacher when proceeding to and from different areas of the school

Discretion is to be used when allowing students to visit the toilet during class time. At all times students going to the toilet must go in pairs.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following school policies:

- Yard Duty and Supervision (Parents & Students) Policy
- Duty of Care Policy
- Student Wellbeing and Engagement Policy

School Policy and Advisory Guide:

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

REVIEW CYCLE

This policy was last updated on **15th June, 2021** and is scheduled for annual review in **March, 2022**. This policy will also be updated if significant changes are made to school grounds that require a revision of Tecoma Primary School's Yard Duty and Supervision Policy.