

Exford Primary School

YARD DUTY AND SUPERVISION POLICY 2023



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Help for non-English speakers

If you need help to understand the information in this policy please contact exford.ps@education.vic.gov.au

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 Exford 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

Exford Primary School grounds are supervised by school staff from **8:50am until 3:45pm**. Outside of these hours, school staff will not be available to supervise students. The school community is regularly informed of these times through newsletters, assemblies and in the Parents Handbook.

Parents/caregivers are discouraged from sending their children prior to 8:50am. Side gate will be open at 8:50am for students to enter the schoolgrounds and progress straight to their class assembly area. Students will not be able to play on the playground before school however; from 3:30-3:45pm students can utilise the school playground when deemed appropriate by the Principal/Assistant Principal under the direct supervision of their parents.

The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the Principal who will consider the following:

- The number of students alighting from and boarding the bus at the school
- The age of students alighting from or boarding the bus
- The times of the arrival and departure of the bus(es)
- The location of the pick-up and drop-off points in relation to the other areas of the school
- Whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus

The supervision of the arrival and departure of any students on public transport is a matter for the discretion of the Principal who will consider whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus.

The school must receive written permission from a parent/carer before the school will authorise a student to be dismissed to attend an appointment during school hour

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Office and completed for all students departing the school early.

Note: When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Parents and carers should not allow their children to attend Exford Primary School outside of these hours. Families are encouraged to contact OSCH Club on 1800 460 870 or refer to oshclub.com.au for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominated 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 nominated staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- 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

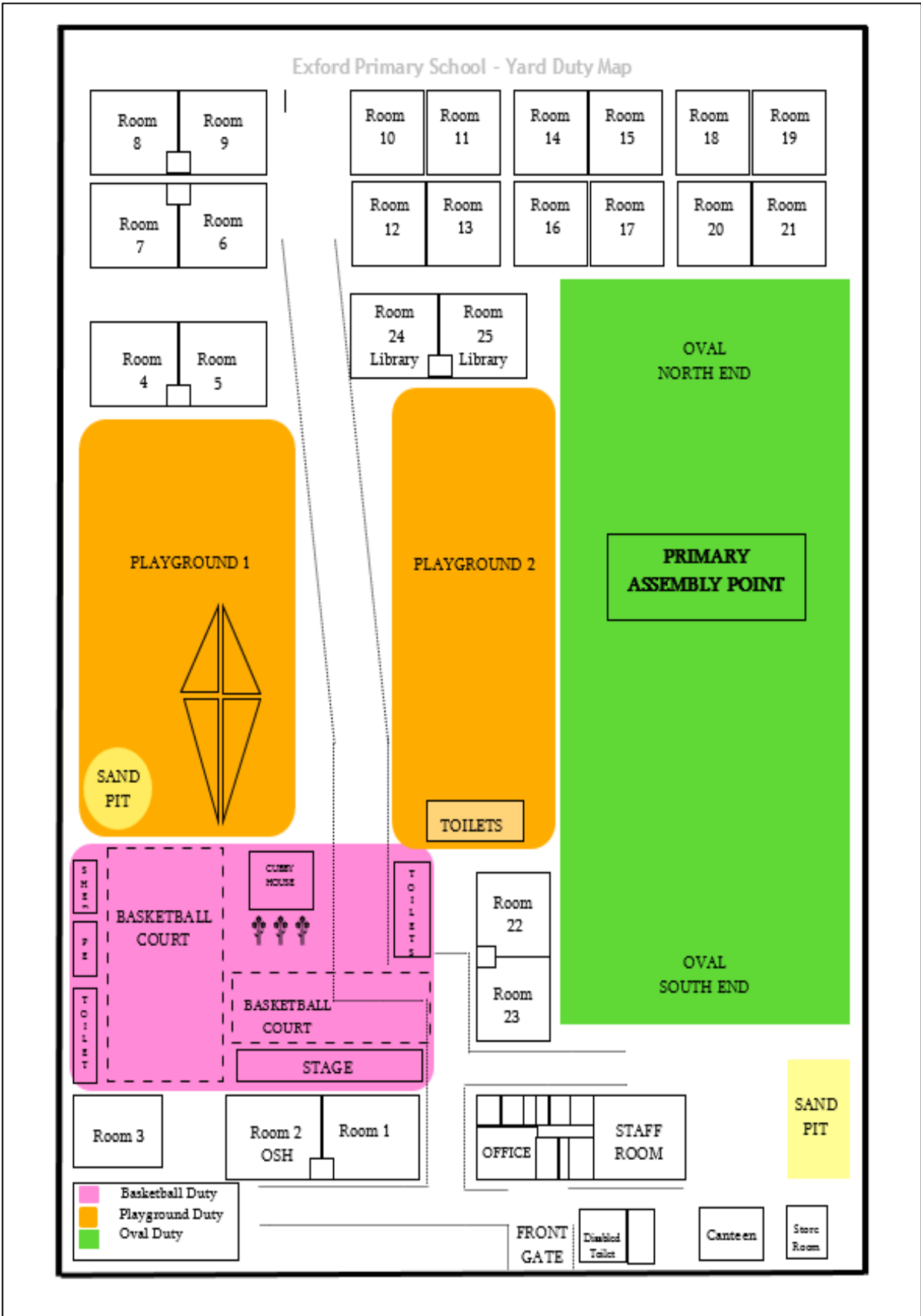
All teaching and ES staff at Exford Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal or alternative nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Exford Primary School staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school:

SAMPLE YARD DUTY TIMETABLE:

YARD DUTY TIMETABLE								
Monday 31 August - Friday 4 September								
First Aid	Before School	RECESS			LUNCH			After school
			Sandpit & pl-gd & b.ball courts	Oval		Sandpit & pl-gd & b.ball courts	Oval	
Monday 1. Megan 2. Lisa H	Bus & Gate - Craig Vehicle - Kellie	11 - 11:15	Tia	Tracy	1:30 - 2	Tia	Tracy	Bus & Gate - Natalie Vehicle - Kellie
		11:15 - 11:30	Sharyn	Taylor	2 - 2:30	Susan	Taylor	
Tues 1. Megan 2. Nat	Bus & Gate - Nat Vehicle - Alyssa	11 - 11:15	Kersha	Blake	1:30 - 2	Kersha	Blake	Bus & Gate - Nat Vehicle - Althea
		11:15 - 11:30	Sharyn	Maria	2 - 2:30	Sharyn	Maria	
Wed 1. Megan 2. Craig	Bus & Gate - Craig Vehicle - Casey	11 - 11:15	Dee/Kim	Rachel	1:30 - 2	Dee/Kim	Rachel	Bus & Gate - Craig Vehicle - Casey
		11:15 - 11:30	Maria	Tracy	2 - 2:30	Maria	Tracy	
Thurs 1. Megan 2. Alanna	Bus & Gate - Lis Vehicle - Nathan J	11 - 11:15	Tia	Alanna Rheanna	1:30 - 2	Tia	Alanna Rheanna	Bus & Gate - Lis Vehicle - Nathan J
		11:15 - 11:30	Rachel	Alicia	2 - 2:30	Rachel	Alicia	
Friday 1. Megan 2. Lis	Bus & Gate - Lis Vehicle - Les	11 - 11:15	Rachel	Lani	1:30 - 2	Rachel	Meg	Bus & Gate - Lis Vehicle - Les Half R & L - Library - LVG
		11:15 - 11:30	Loren	Alicia	2 - 2:30	Loren	Alicia	



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be distributed to individual teachers. CRT's hi-vis vests will be distributed on their arrival to school. All staff will be required to wear a sun smart hat during relevant sun smart times at school.

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 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 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 School Incident Report
- 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 Principal/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 Principal/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/ PCO 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 the front office/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

The Department's Policy and Advisory Library:

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

REVIEW CYCLE

This policy was last updated on July 2020 and is scheduled for review on July 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Exford Primary School's Yard Duty and Supervision Policy.