

## Yard Duty and Supervision Policy

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### 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 Wurruk 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

Wurruk Primary School's grounds are supervised by school staff from 8:30am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Every Morning we will also supervise Breakfast Club in the kitchen / staff room area.

Parents and carers should not allow their children to attend Wurruk primary school outside of these hours. Families are encouraged to contact the school on 5144 2975 if other arrangements are required.

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
- 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 Wurruk Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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The principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Wurruk Primary School, school staff will be designated a specific yard duty area to supervise. Two staff members are to be on whole yard duty for Recess and Lunch.

The designated yard duty areas for our school are as follows:

Area	Time
Whole yard	Before school: 8:30am – 9:00am Recess: 11:00am – 11:30am Lunch: 1:00pm-1:30pm
Classrooms	Eating Lunch 1:30 – 1:45pm
Bus pick up and drop off	3:15pm-3:45pm (After school)
Walking School Bus	Morning: 8:00am – 8:45am Afternoon: 3:15pm – 3:45pm

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in yard duty bag and Walking School Bus Bag.

Staff who are rostered for yard duty must remain in the designated area.

During yard duty, supervising staff must:

- Use active supervision skills
- move around designated area
- when on afternoon duty staff must watch the children be picked up by parents and watch them get on the bus.
- 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 into Sentral.
- At handwashing time insure that a brief but adequate verbal 'handover' is given to the classroom teachers in relation to any issues which may have arisen during recess or lunch.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the 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 but should not leave the designated area until the relieving staff member has arrived in the designated area.

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If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a student to the staff room to ask for assistance 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 office 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. 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

- School Policy and Advisory Guide:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

### REVIEW CYCLE

This policy was last updated on September 2020 and is scheduled for review on September 2023. This policy will also be updated if significant changes are made to school grounds that require a revision of Wurruk Primary School Yard Duty and Supervision Policy.

THIS POLICY WAS PRESENTED TO SCHOOL COUNCIL **IN SEPTEMBER 2020**