

Yard Duty & Supervision (Teachers and Parents) Policy

Background

Huntingdale Primary School understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

All staff participate in Huntingdale Primary School's yard duty roster and school supervision requirements and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

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 Huntingdale 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.

Parents also have responsibility of ensuring their child is appropriately supervised when the school's yard duty supervision is completed each day.

Purpose

To ensure:

- School staff understand their supervision and yard duty responsibilities.
- Parents understand their supervision responsibilities.
- The school follows DET policies and procedures.
- The school implements DET's Values of Accountability, Human Rights, Impartiality, Integrity, Leadership, Respect and Responsiveness.

Implementation

- The principal has the overall responsibility of implementing this policy but may delegate certain roles to suitably qualified staff.

Before and after school

The school grounds are supervised by school staff in the morning from 8.45-8.55 (the first bell rings at 8.50am signalling that children can go to their classrooms to set up for the day) and in the afternoon from 3.30-3.45pm. At 3.45pm, an announcement is made for students who have not been collected from parents/caregivers to move to the office. Outside of these hours, school staff will not be available to supervise students.



Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending before or after school care, or a pre-arranged supervised activity (e.g., Kelly Sports, Coding Club).

Families should:

- Supervise their own children in the yard ensuring they have 'eye sight' of their children at all times.
- Arrange for their children to attend before and after school care managed by 'Team Kids'.
- Arrange for another person to collect their child- please inform the school office so we can alert your child.

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 Team Kids (if they are registered and there is a spot 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.

If a student is regularly unsupervised in the yard out of school hours, a meeting between the parents and Principal may be arranged to discuss this matter.

Yard duty

All staff at Huntingdale 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 Huntingdale, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are:

Zone	Area
Zone 1	Asphalt
Zone 2	Play equipment
Zone 3	Oval

Additional areas of responsibility are:

- **Health Centre**- Administration Staff tend to the first aid needs to students.
- **Lunchtime Activities**- Designated teachers supervise activities such as Chess Club, Library, Environment Club, Student Leadership Council etc. This is part of the yard duty roster. Teachers should make an announcement of the venue of these activities.



Huntingdale Primary School Yard Duty Areas



Student Leaders will bring the yard duty bags to staff before recess and lunch.

School staff must wear a provided safety/hi-vis vest whilst on yard duty. All staff have been provided with these.

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 procedures use the 'Play is the Way' self-mastery checklist or 3R's (in yard duty bag). In matters of severe behaviour breaches students can be walked to the school office for further follow up.
- Ensure that students who require first aid assistance receive it as soon as practicable.
- Log any incidents or near misses (as appropriate) on Grade Xpert and EduSafe Plus.
- 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.



- If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the 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 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 with students to the school 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.

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 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, 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

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

Evaluation

This policy will be reviewed annually or as needed to comply with DET policy changes.

Document Status

Reviewed	School Council Ratification	Next Review
October 2019	N/A	October 2020
March 2021- Principal	N/A	February 2022
February- Principal	N/A	February 2023