

## **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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

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 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 child can go to their classrooms to set up for the day). There will be staff supervising on the asphalt areas of the 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, send the child to the office and follow up with the parent/carer to:
  - advise of the supervision arrangements before school
  - request that the parent/carer make alternate arrangements.

### **After School**

- The school grounds are supervised by staff in the afternoon from 3.30-3.45pm. There will be staff on the asphalt areas and car park.
- At 3.45pm, an announcement is made for students who have not been collected from parents/caregivers to move to the office.
- 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.
- Parents and carers will be advised through our school website and regular reminders in our newsletter that they should not allow their children to attend Huntingdale Primary School outside of these hours. Families will be encouraged to contact Team Kids about the before and after school care facilities available to our school community.
- 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). Outside of these hours, school staff will not be available to supervise students.

To help with supervision families should:

- Supervise their own children when on school premises 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 regularly unsupervised in the yard out of school hours, a meeting between the parents and Principal may be arranged to discuss this matter.



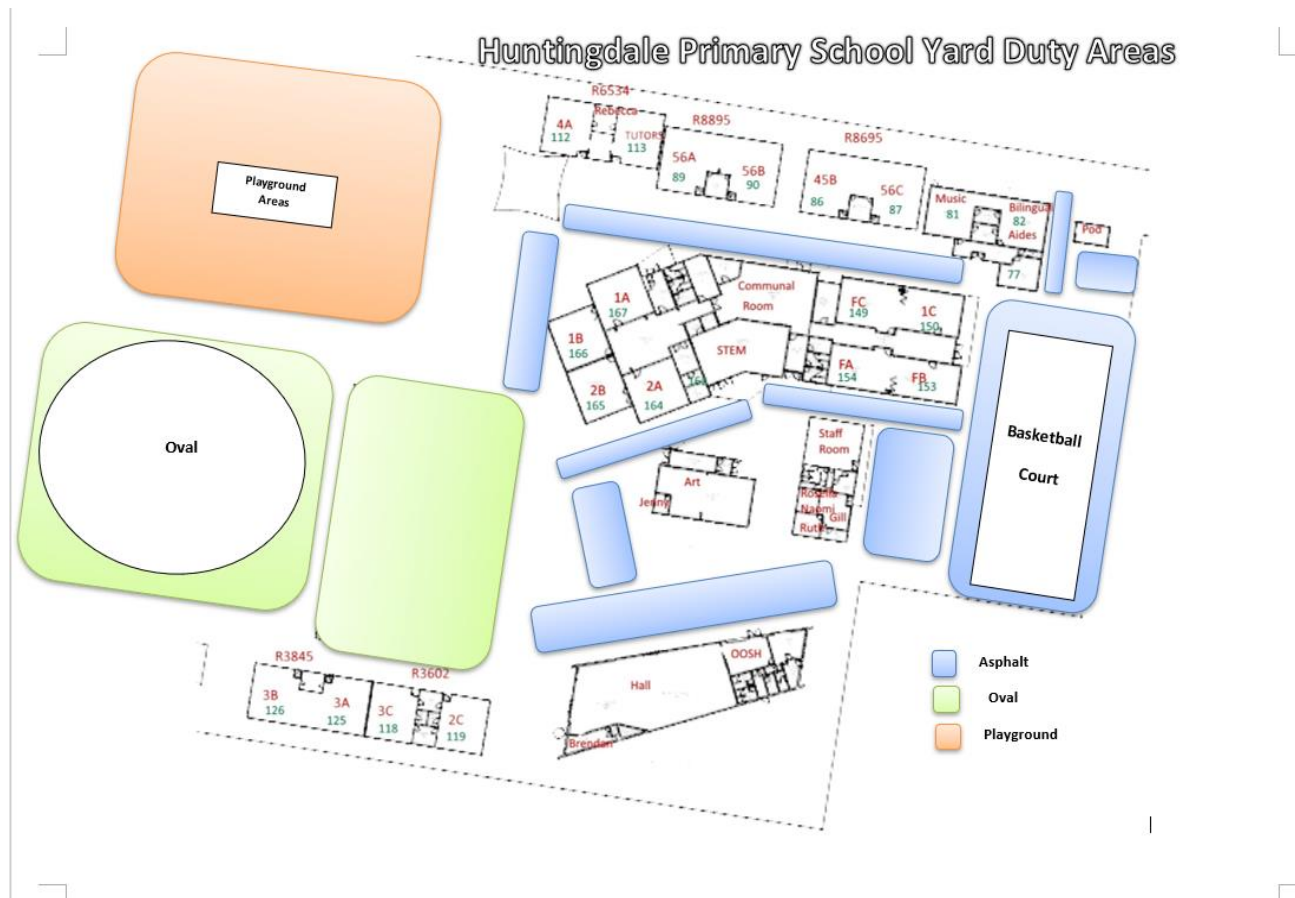
**Yard duty**

- 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.





## **Yard duty equipment**

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. All staff have been provided with these.
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the school office. Student Leaders will bring the yard duty bags to staff before recess and lunch. Staff will hand over the bag to the next yard duty teacher at the swap over time during recess and lunch.

## **Yard duty responsibilities**

- 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 ensuring active supervision of all students.
  - Where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
  - 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

### **Digital devices and Virtual classrooms**

- Huntingdale Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.
- Huntingdale Primary School will also ensure appropriate supervision of students participating in virtual learning environments (e.g. Victorian High Ability Program) while on school site. In these cases, students will be supervised by staff in classrooms or break out areas. Student attendance will be monitored by the Assistant Principal.
- Any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

### **Students requiring additional supervision support**

- Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Assistant Principal or delegate will ensure arrangements are made to roster

### **Supervision of student in emergency operating environments**

- In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

### **Communication**

- This policy will be communicated to our school community in the following ways:
  - Available publicly on our school's website
  - Included in staff induction processes and annual staff training
  - Included in volunteer induction processes and training for relevant volunteers
  - Discussed an annual staff briefings or meetings
  - Included in staff handbook or manual
  - Hard copy available from school administration upon request

### **Further Information and Resources**

- The Department's Policy and Advisory Library (PAL):
  - [Child Safe Standards](#)
  - [Cybersafety and Responsible Use of Technologies](#)
  - [Duty of Care](#)
  - [Excursions](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)



### Evaluation

The principal is responsible for reviewing and updating this policy annually.

### Document Status

<b>Review date</b>	21 June 2022
<b>Consultation</b>	School Community via Operoo- 21 June 2022 Staff- email 21 June Previous February 2022- Principal March 2021- Principal October 2019- Principal
<b>Endorsed by</b>	Principal
<b>Endorsed on</b>	1 July 2022
<b>Next review date</b>	1 July 2024