

Yard Duty and Supervision Policy - October 2023

(Child Safe Standard 9)



Help for non-English speakers

If you need help to understand the information in this policy please contact the school.

Purpose

To ensure school staff understand their supervision and yard duty responsibilities.

Scope

This policy applies to all teaching and non-teaching staff at Lalor East Primary School, including education support staff, casual relief teachers and visiting teachers.

Policy

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

The Principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions and camps and other school activities.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

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

At Lalor East Primary School, before and after school, one staff member will supervise both entrances of the school, area 2 between the two buildings, and the school oval.

Parents and carers will be advised regularly through the school newsletter (Jumbunna) about before and after school supervision and that they should not allow their children to attend Lalor East Primary School outside of these hours. Families will be encouraged to contact Their Care on 0477 177 646 or on 1300 072 410 or refer to www.theircare.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 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.
- record the incident using the appropriate chronicle template

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 an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Lalor East Primary School are expected to assist with yard duty supervision and will be included in the weekly yard duty timetable/roster.

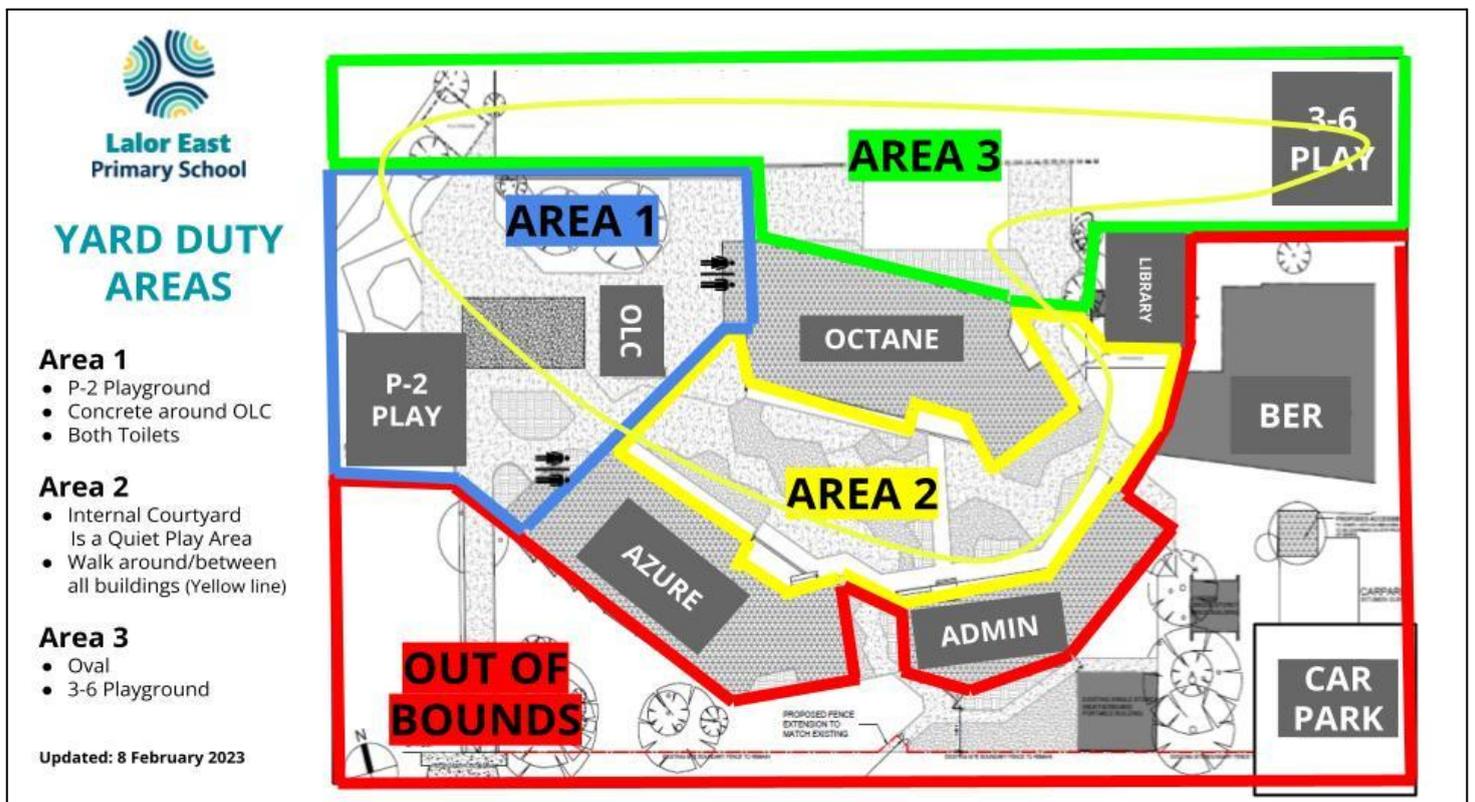
The Yard Duty coordinators are responsible for preparing and communicating the yard duty roster on a regular basis. At Lalor East Primary School, school staff will be designated a specific yard duty area to supervise. This is communicated to staff via daily Compass posts and displayed on the Talking Points screen in the staffroom.

Yard duty zones

The designated yard duty areas for our school as at Term 1, 2023 are outlined in the table below.

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| <p>Area 1 (2 x 15 min supervision times per break)</p> <ul style="list-style-type: none">• P-2 play space• Loop around Oral Language Centre (OLC)• Gaga and Gigi pits• Basketball tower• Toilet areas - Azure & Octane• Down to McKimmies gate |
| <p>Area 2 - Roaming (1 x 15 min supervision time, 2pm only)</p> <ul style="list-style-type: none">• Walk around Octane Building• Near library• Basketball tower (near OLC)• Volleyball court• Octane toilets• Court yard |
| <p>Area 3 - Oval (2 x 15 min supervision times per break)</p> <ul style="list-style-type: none">• All of the oval - including the soccer area and up to Gaga pit• 3-6 Play equipment• Basketball tower (near library)• Bike shed - gate shut no-one in it |





Yard duty equipment

School staff must:

- carry their mobile phone while on duty in the event of an emergency
- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the supplied yard duty bag for the designated area.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored on the labelled hooks in the corridor of the administration building.
- be familiar with the yard duty information pack containing student health and safety information stored inside the individual yard duty bags, in the first aid room and on the school drive.
- wear a broad brimmed hat from mid August to the end of April. Spare hats are located on the labelled hooks with the yard duty bags.

Yard duty equipment must be handed to the relieving staff member or be returned to the designated location after each break period.

Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students. Lalor East Primary staff are required to ensure that all areas are within line of sight to at least one yard duty teacher at a time
- 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)
- ensure students remain in their designated year level zones
- 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 the school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass or EduSafe Plus

When being relieved of their yard duty shift by another staff member (At Lalor East Primary, Yard Duty is split into 2 consecutive time periods for each break), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving 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 yard duty coordinators 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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should remain on yard duty, send a message to the office, and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a student is required to leave the room for any reason, they must leave with a partner. Refer to the Lalor East Primary School Student Wellbeing and Engagement Policy

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their co-teaching partner, Assistant Principal or Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

School activities, camps and excursions

The Principal is 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 activity. Appropriate supervision will be planned for 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 classroom

Lalor East Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices. Lalor East Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised by a staff member in a breakout space.



Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disabilities or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

Supervision of student in emergency operating environments

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

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

Other areas requiring supervision

At Lalor East Primary School students require supervision when they are moving from classrooms to different areas of the school.

When students are leaving the classroom to use the bathroom they are expected to go in pairs during class time.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request
- Information for parents and students on supervision before and after school is available on our school website with parent reminders sent at the beginning of each term through our school newsletter.

Related Policies and Resources

- *Statement of Values and School Philosophy*
- *Volunteers Policy*
- *Child Safety policy*
- *Child Safety Code of Conduct*

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](#)
- [Contractor OHS Management](#)



Policy Status and Review

This policy will be reviewed every two years as part of the school policy review cycle, following changes to Departmental legislation and guidelines or at times that the Principal forms the opinion that the policy warrants a review.

Approval

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| Created date | June 2023 |
| Consultation | School Council, Consultative Committee |
| Endorsed by | School Council Scott Duncan, Acting Principal |
| Endorsed on | October 2023 |
| Next review date | June 2025 |

