



YARD DUTY AND SUPERVISION POLICY

PURPOSE

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

To ensure parents/guardians:

- Are aware of the schools supervision times.
- Understand their responsibilities in relation to student arrivals/departures during supervision times.
- Understand school processes if a student arrives or remains uncollected outside supervision times.

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 Willow Grove 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

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

In determining whether supervision of students entering or exiting the school is adequate, the Principal will consider a number of factors including:

- which entry/exit points should be or are used by students
- whether any entry or exit points should be locked, designated as out of bounds, or supervised
- road traffic conditions
- designated pick up and drop off areas

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

As at Term 1, 2020 the supervision arrangements at Willow Grove Primary School for before and after school are as follows:

Before school

- One member of teaching staff will be available to supervise the front entry of the school and playground areas between 8:45am and 9:00am.

After school

- One member of teaching staff will be available to supervise the front entry gate of the school from 3:15pm to 3:30pm
- One member of teaching staff will be available to supervise the bus departure gate from 3:15pm until 3:30pm (or when the bus departs if this is earlier).

Parents and carers should not allow their children to attend Willow Grove Primary School outside of these hours. Families are encouraged to contact the school office for more information about the 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.

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 the after school care program (if 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.

School staff who are rostered on for before or after school supervision must follow the same processes as those outlined in 'Yard duty' below.

Yard duty (Recess & Lunch Breaks)

Teaching staff (including casual relief teachers) at Willow Grove Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal is responsible for preparing and communicating the yard duty roster on a regular basis. The principal will determine the appropriate student to supervising teacher ratio depending on a number of factors including (but not limited to):

- Physical size and geography of the school grounds
- Size and nature of the student population

At Willow Grove Primary School, it has been determined that one teaching staff member is required to supervise the school grounds during designated recess and lunch times on a split roster system.

The designated yard duty times and areas for our school (as at Term 1, 2020) are outlined below:

Yard Duty Time	Area
First Half Recess	All
Second Half Recess	All
First Half Lunch	All
Second Half Lunch	All

School staff must wear a provided hi-vis vest whilst on yard duty. Hi-vis vests will be stored in the staff room.

Staff who are rostered for yard duty must remain on yard duty until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- methodically move around the school grounds and monitor 'hot spots' (e.g. cubbies, adventure playgrounds, sand pit etc.)
- 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 and Wellbeing Policy* and *Behaviour Management 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
- complete a CASES21 Incident Notification Form for any serious student injuries (e.g. any injury that would require treatment by a doctor such as head/eye/spine injuries, fractures or serious lacerations)
- 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 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 or staff room and not cease their duty until a replacement staff member has arrived.

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.

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 or adjoining classroom teacher for assistance. The teacher should then wait until another staff member can supervise their class prior to leaving.

Late Arrivals and Early Departures

Students arriving late to school (after 9:00am), must be signed in at the office by their parent/guardian stating the date, time and reason for being late. If the parent/guardian does not accompany their child into school, then they must provide the student with a written and signed note to be given to the classroom teacher by the student upon their arrival at school.

Students departing prior to the end of the school day (before 3:15pm) must be signed out at the office by their parent/guardian stating the date, time and reason for their departure. No students will be allowed to depart the school on their own prior to normal dismissal time.

Unauthorised Student Departure from School

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

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

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](#)

REVIEW CYCLE

This policy was last updated on 12th May 2020 and is scheduled for review in 2023. This policy will also be updated if significant changes are made to school grounds or there is a significant change in student enrolments that require a revision of Willow Grove Primary School's Yard Duty and Supervision Policy.