



Yard Duty and Supervision Policy

RATIONALE

Knox Park Primary School understands it has a duty 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 Knox Park 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 guides supervision of students at specific dates, time and places and applies to all teaching and non-teaching staff at Knox Park 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.

AIM

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

IMPLEMENTATION

Before and after school

Knox Park Primary School's grounds are supervised by school staff from 8.45am until 3.45pm. Before and after school, school staff will be available to supervise the back playground and front entrance of the school. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Knox Park Primary School outside of these hours. Families are encouraged to contact our office on 9763 6533 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.

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) the cost of which will be charged to the parent.
- 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, during, or after school supervision must follow the processes outlined below.

Yard duty

All staff at Knox Park Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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The Principal or Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Knox Park Primary School staff will be designated a specific yard duty area to supervise. The designated yard duty areas for our school (current as of May 2019)

Area 1	Front of school, basketball court and Olga Shaw Garden.
Area 2	Rear playgrounds, forest area and netball court.
Area 3	Main oval and around 5/6 building.
Sick Bay	First Aid in the sick bay.
Recess and Lunch Club	Library.

School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry a 'first aid bag' Safety/hi-vis vests and first aid bags will be stored on pegs outside of the staff room.

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 [specifically monitoring gates and entrances around the school]
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- approach and acknowledge unknown visitors moving through the school during school hours.
- 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 serious incidents or near misses as appropriate on Compass, Edusafe or the SWPBS database (this includes repeated behaviours, physical assaults or injuries)
- 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 or organise a swap with another staff member.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office 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 to the 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

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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 speak to the 'next door' teacher 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 was last updated on May 2nd 2019 and is scheduled for review on May 2020.

This policy will also be updated if significant changes are made to school grounds that require a revision of Knox Pak Primary School's Yard Duty and Supervision Policy.

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