

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office at Knox Park Primary 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 Knox Park 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

Knox Park Primary School's grounds are supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff will not be available to supervise students. Parents will be advised of the school hours via the Enrolment Information and Staff Handbooks and regular reminders in the newsletters. The areas that will be supervised by staff are Front of School, The Forest Area and Oval.

For student requiring to be at school before or after these times may access the Out of School Hours Program.

The Out of School Hours program at Knox Park Primary School is run by Camp Australia. *For more than 29 years Camp Australia has delivered high quality and affordable After School Care programs that nurture and support children's development. Programs which provide time for homework, time to relax, educational activities and a healthy snack.*

At Knox Park Primary School the program operates during the following times:

Before Care: 7.00 to 8.45am

After Care: 3.30 to 6.00pm

Holiday Club: 7.00 to 6.00pm

If you have any questions about the care provided, please contact Camp Australia on 1300 105 343 or go to <https://www.campastralia.com.au/>

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 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 Knox Park 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 Knox Park Primary School, school staff will be rostered to a designated specific yard duty area to supervise. 4 people will be rostered at any one time. One will be designated to each of the 4 zones with one designated to a first aid role who will be allocated to Zone 4..

Yard duty zones

The designated yard duty areas for our school as at Term 3, 2022 are as listed.

Zone	Area
Zone 1	FRONT OF SCHOOL
Zone 2	THE FOREST
Zone 3	OVAL
Zone 4	INSIDE (FIRST AID)

Each level has a designated playground in the forest area. (Area 2)
Foundation,
Year 1/2,
Year 3/4
Year 5/6



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the equipment cupboard located outside of the staff room.
- carry the yard duty bag at all times during supervision. The yard duty bag will be stored with the vests.
- Be familiar with the yard duty information pack containing student health and safety information.
- Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

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
- 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.
- Contact the relevant member of the Leadership Team should this be deemed necessary.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), 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 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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should call the Assistant Principal, 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 needs to leave the classroom to go to the toilet the following applies.

All children must go to the toilet with a partner. Lanyards are worn or names are listed on the board to keep track who are using them. Toilets are assigned to grades.

Foundation and Year 1 - toilets closest to their classrooms

Year 2 - toilets in the GP room

Year 3/4 - toilets closest to their classrooms

Year 5/6 - toilets in the BER

If a student must be withdrawn from the classroom the following applies.

This is designated as a major behaviour and the process is to always contact a member of leadership or our wellbeing officer. This is followed up with a parent phone call. Any such incidents will be addressed in accordance with Knox Park Primary School *Student Wellbeing and Engagement Policy*.

If a Teacher wishes to send a student with a message to the office or other area, then the following applies.

Two students will be sent together.

If a Teacher needs to leave the classroom, then the following applies.

- If available Leave the support teacher in charge.
- Contact the appropriate Leadership Team Member.
- Contact the Assistant Principal.
- The teacher should then wait until a replacement staff member has arrived at the classroom before 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 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

Knox Park Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Knox Park 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.

Instrumental music - parents signed up / approved by school council. Sign in at office.

Internal suspension - supervised by a qualified teacher and supported by an integration aide

Excursions and Incursions – See Excursion Policy

Support groups - trained teacher

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability 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

- Wet Weather Timetable
- Extreme heat (
- Windy days

The Assistant Principal will designate if an alternative weather timetable is to be activated. In this instance class teachers will provide supervision for their class.

COMMUNICATION

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

- 1 Included in the staff induction process
- 2 As required discussed at staff briefings or meetings
- 3 Included in our staff handbook
- 4 Included as a reference in our school newsletter each term
- 5 Made available in hard copy from the school administration upon request.

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

FURTHER INFORMATION AND RESOURCES

- 1 the Department's Policy and Advisory Library (PAL):
 1. [Child Safe Standards](#)
 2. [Cybersafety and Responsible Use of Technologies](#)
 3. [Duty of Care](#)
 4. [Excursions](#)
 5. [Supervision of Students](#)
 6. [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	2/03/2023
Approved by	Principal
Next scheduled review date	2/03/2025

This policy will also be updated if significant changes are made to school grounds that require a revision of Knox Park Primary School's yard duty and supervision arrangements.