



## CLYDE PRIMARY SCHOOL YARD DUTY AND SUPERVISION POLICY



### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact Clyde Primary School on 5998 5293.

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Clyde 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**

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

Supervision before and after school will consist of 1 staff member at the Front School Gate.

Parents and carers should not allow their children to attend Clyde Primary School outside of these hours. Families are encouraged to contact Cranbourne Day Care & Kindergarten Centre on (03) 5996 1415 or Team Kids on 1300 035 000 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)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

**Yard duty**

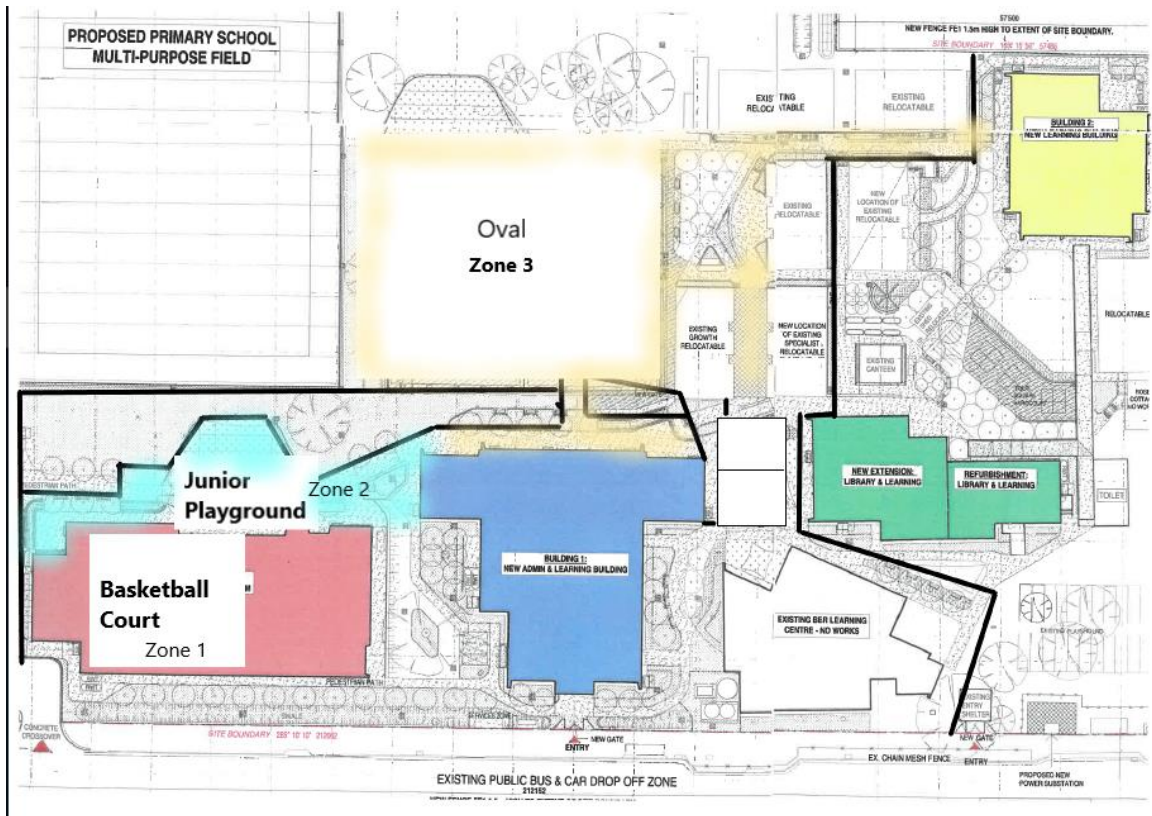
All staff at Clyde Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal or designated staff member for Daily Organisation is responsible for preparing and communicating the yard duty roster on a regular basis. At Clyde Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as of Term 3, 2022 are

Zone	Area
Zone 1	Basketball Court- Gym
Zone 2	Junior Playground
Zone 3	Oval

Due to current construction of new school buildings the areas will be revisited as necessary.



School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the photocopier room
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the photocopier room
- carry the yard duty information folder containing student health and safety information stored in the photocopier room

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 staff must:

- methodically move around the designated zone ensuring that they check areas between portable buildings e.g. monitor the Year 1 decking to keep students away from classrooms. Staff must also ensure that areas such as the student toilets are monitored.
- Where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have signed in at the office.
- be alert and vigilant
- ensure that students do not take rubbish outside and monitor students on canteen days to ensure they stay in allocated eating areas.
- 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 our Student Wellbeing and Engagement policy. This may also include utilising the “Football or gym Contract” and Tackling Tracking Sheet with students who regularly engage in sports that may result in student to student physical contact.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in the Yard Duty Books for each zone. Incidents will then be logged onto Compass by Education Support staff.

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 staff member in charge of daily organisation 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 office but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving 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.

Students should be encouraged to speak to the supervising yard duty staff member if their 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 teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a member of their PLT for assistance or, if needed, the office. 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 school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

### **Digital devices and virtual classroom**

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

Clyde 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 in classrooms with staff supervising their students.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored daily
- 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 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**

Student will move around the school and visit the bathroom in pairs.

Students who attend our ROSE will be supervised by the staff member

**COMMUNICATION**

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

- Available publicly on our school's website
- Discussed at staff briefings or meetings, as required
- Included in staff induction processes
- Included in staff handbook/manual
- Included as reference in school newsletter
- Made available in hard copy 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](#)

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	02/08/22
Approved by	Michelle Mackenlay, Principal
Next scheduled review date	August 2024

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