



# YARD DUTY AND SUPERVISION POLICY

## PURPOSE

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

## SCOPE

Adequate supervision of students in the school is a requirement of the school's duty of care. The school will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff.

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 Inverloch and Kongwak 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

Kongwak Primary School grounds are supervised by school staff from 8:30 until 3:45. Outside of these hours, school staff will not be available to supervise students. Supervision times are permanently communicated on the school newsletter

Parents and carers should not allow their children to attend Kongwak Primary School outside of these hours.

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:

- ensure supervision occurs
- contact and advise parents 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
- locate students in the office hallway until the office closes. From then the student will be taken to any staff on site.
- 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 processes outlined below.

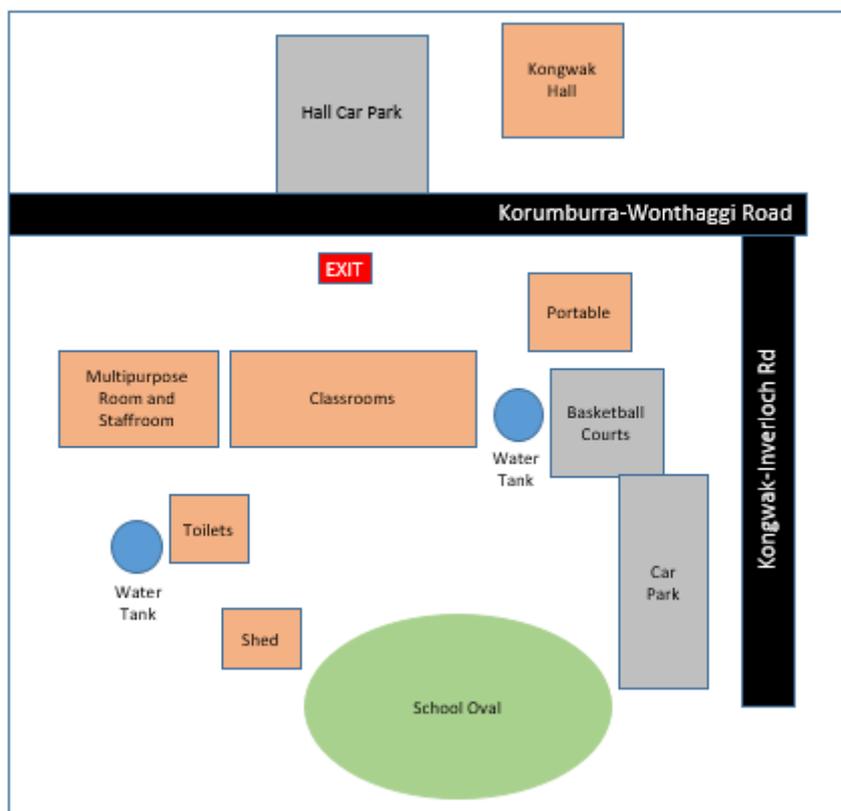
### Yard duty

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

In determining whether supervision of students entering or exiting the school is adequate, the principal or their nominee 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 Site Manager is responsible for preparing and communicating the yard duty roster on a regular basis. At Inverloch and Kongwak Primary School, school staff will be designated a specific yard duty area to supervise.



Staff must carry mobile phones

During yard duty, supervising staff must:

- methodically move around the designated
- 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 your school's *Student Engagement and Wellbeing* policy

- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate into the Compass Chronicle
- Zone specific issues and alerts for staff and students are to be recorded in the zone yard duty folders
- 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 the supervising staff member is unable to conduct yard duty at the designated time, they should arrange coverage or be arranged by the Site Manager 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 other teacher but should not leave the designated area until the relieving staff member has arrived in the designated area.

If there is a complex situation, the yard duty should call for assistance to ensure supervision continues.

Help Cards for Assistance are included in the yard duty bags. (Behaviour, anaphylaxis and asthma, epilepsy )

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 their neighbouring colleague or Principal Class officer for assistance. The teacher should then wait until another staff member has arrived or commenced shared supervision of 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. 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.

Parents/carers may require their child to leave the school grounds to:

- go home for lunch
- be dismissed early from school to attend an appointment

The school must receive written permission by email, note or sign out book from a parent/carer before the school will authorise a student to be dismissed

It is important the school has a process to authorize these requests and accurate student records are maintained

## **FURTHER INFORMATION AND RESOURCES**

- School Policy and Advisory Guide:

- Supervision
- Duty of Care
- Child Safe Standards
- Visitors in Schools

## **Appendix A**

### **On-Site Supervision of Students Procedures**

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#### **1. Introduction**

The processes outlined below provide adequate and appropriate supervision of students in the school yard so the school fulfills its duty care to its students in terms of on-site supervision.

#### **2. Supervision before and after school**

The school will provide staff supervision for students arriving before school between 8.30am and 9.00am.

The school will provide staff supervision for students after school between 3.30pm and 3.45pm.

This information is provided to parents/guardians on a regular basis via the school newsletter. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods

Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the principal or their nominee.

#### **3. Supervision at recesses and lunch time**

Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each term allocating teachers to supervise students in defined areas of the school grounds during these times. Details of the roster are communicated to teachers at staff meetings, daily bulletin and via the staff noticeboard.

#### **4. 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).

## 5. Early departure of students prior to dismissal time

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom without a pink early leave pass
- Students can only be collected by a responsible person 16 years and over.
- No students will be sent home on their own out side of normal dismissal time.

## 6. Arrangements for students not collected after school

Parents/guardians will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents/guardians. Students remaining in the school yard awaiting collection after 3.45pm will be directed to the area where staff are working..

If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student.

## 7. Arrangements for student supervision on school camps and excursions

The school will provide supervision ratios in line with the Department's policy as outlined in the Victorian Government Schools School's Policy Advisory Guide section 'Excursions and Activities' depending on the nature and location of the school activity.

### EVALUATION:

School Council Approval	<i>Kongwak PS June 19<sup>th</sup> 2019</i>
	<i>Inverloch PS June 20<sup>th</sup> 2019</i>
Review Cycle:	3
Next review and approval:	2022

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