



YARD DUTY AND SUPERVISION POLICY

PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities and for parents to be aware of and comply with the supervision provided at Inverloch Primary School

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 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.

This duty extends to intervention in single-sex areas if need be by a teacher of the other gender using appropriate procedures to ensure privacy and respect.

POLICY

Before and after school

Inverloch Primary School playground is 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

Bus travellers will be able to wait quietly in the foyer.

Parents and carers should not allow their children to attend Inverloch School outside of these hours. Families are encouraged to contact OSHClub on 1300 395 735 or refer to <https://www.oshclub.com.au/contact-us/> 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:

- 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.

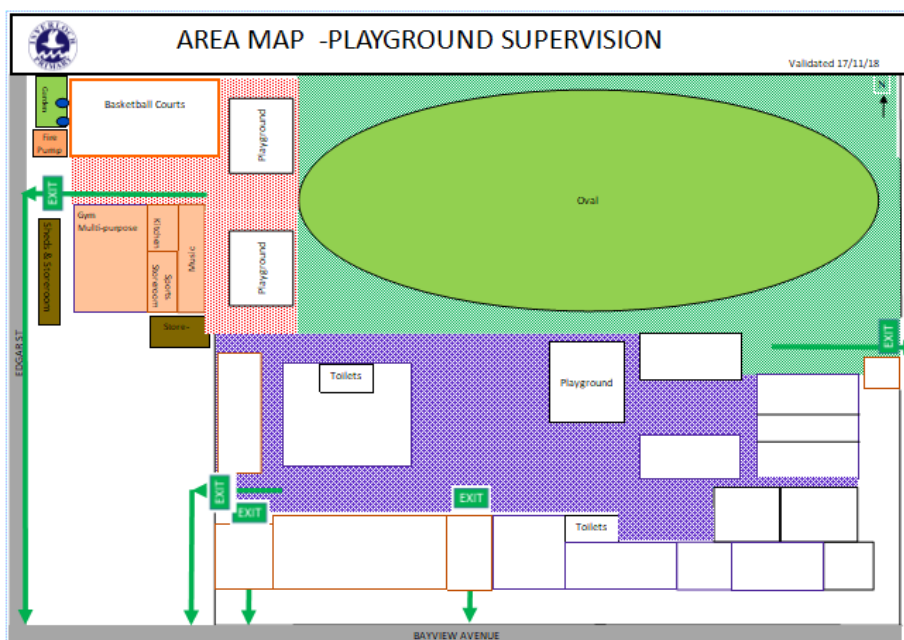
Yard duty

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

The principal or delegate is responsible for preparing and communicating the yard duty roster on a regular basis. At Inverloch Primary School, school staff will be designated a specific yard duty area to actively supervise.

The designated yard duty areas for our school are

Zone	Area
Blue	Inlet, Classroom buildings, Prep and Year 1/2 playgrounds,
Red	Basketball courts, stadium, middle and senior playgrounds
Green	Oval, backtrack
Out of Supervision time	School foyer



These areas may change according to grounds conditions, use, reduced onsite students (camps, sports, excursions, Remote Learning etc.)

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the office hallway or foyer. Staff also must carry zone yard folders, yard duty bags and mobile phones

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
- 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 Daily Organiser with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made. Staff supervising PSD students should see the PSD Yard Duty roster coordinator, (2021-Suzie Lawson), if not the Assistant Principal.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the the Principal or Assistant Principal 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 contact the Principal or Assistant Principal or office and not leave the designated area until a replacement staff member has arrived.

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, First Aid)

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.

Students relocated due to behaviour need to be visible to the teacher or a designated Education Support staff member.

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

Such dismissals need to be managed through student management system. Currently Inverloch Primary School is using the edPass system.

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](#)

REVIEW CYCLE

School Council Approval	<i>Inverloch PS June 17th 2021</i>
Review Cycle:	<i>1</i>
Next review and approval:	<i>2022</i>