



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.

The Site Manager is responsible in ensuring there is a roster in place and undertaken according to this policy.

This policy applies to all teaching and non-teaching staff at 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.

This duty extends to intervention in single-sex areas if need be by a teacher of the other gender and Childsafe procedures are followed.

POLICY

Before and after school

Kongwak Primary School grounds is supervised by school staff from 8:30 until 3:35. Outside of these hours, school staff will not be available to supervise students however staff will still observe their duty of care. 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, Site Manager 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.

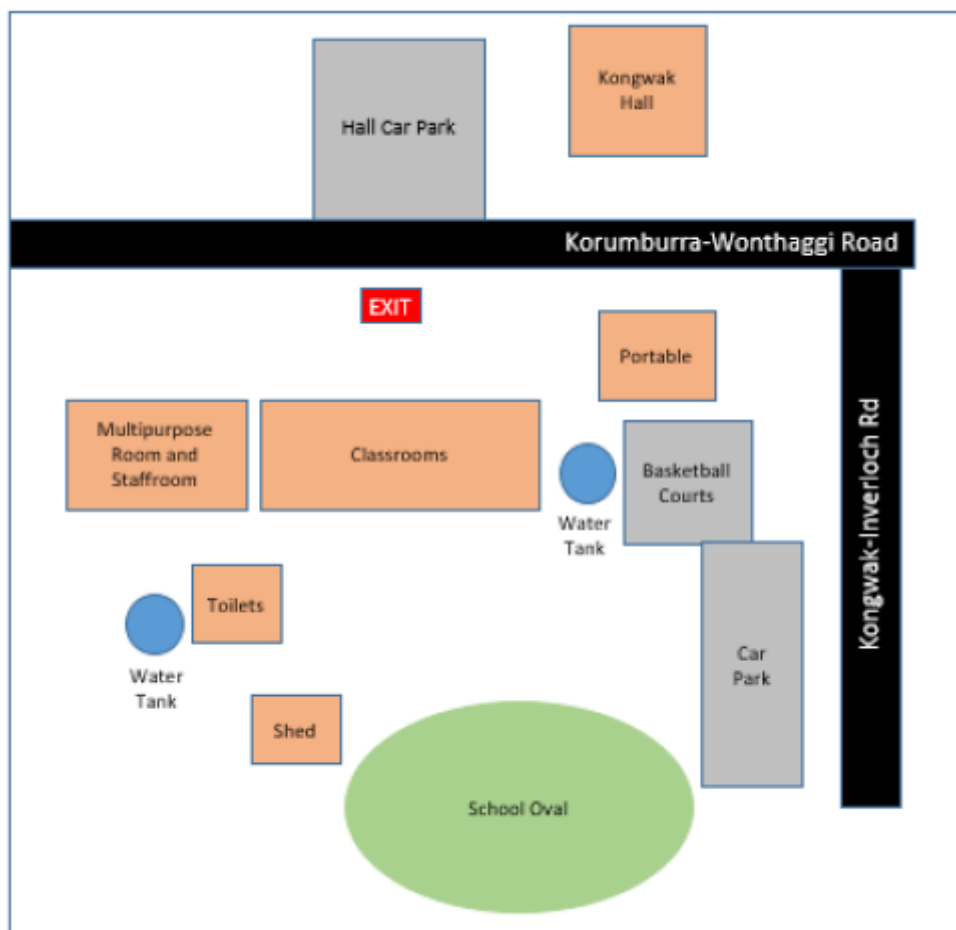
School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

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

The Site Manager is responsible for preparing and communicating and overseeing the yard duty roster on a regular

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. Staff also must carry yard duty bags and 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 relayed to the next teacher

If the supervising staff member is unable to conduct yard duty at the designated time, they should arrange coverage with 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 Site Manager 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 Site Manager 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)

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. 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, leadership team and Site Manager 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

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>Kongwak PS June 16th 2021</i>
Review Cycle:	<i>1</i>
Next review and approval:	<i>2022</i>