



YARD DUTY AND SUPERVISION POLICY

Approved by School Council:

Review:
May 2021

Rationale

Teachers have a duty of care to the students. As part of that duty of care teachers are required to supervise students adequately. This requires not only protection from known hazards, but also from those that could arise (i.e. those that the teacher should reasonably have foreseen) and against which preventative measures could be taken.

Purpose

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 Gladstone Views 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.

Implementation

Before and After school

- Gladstone Views Primary school grounds are supervised by school staff before school from 8:45am to 9.00am and after school from 3:30pm to 3:45pm, on days the school is open for instruction
- Teachers will be allocated to the front and side entrances of the school for supervision of students entering and exiting the grounds
- Parents/Carers will be informed of the before and after school arrangements for supervision at the start of each school year and reminders regarding supervision will be provided throughout the year
- 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
 - 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.

Yard Duty

- All staff are expected to assist with yard duty supervision and will be included in the weekly roster
- All staff will be designated a specific yard duty area to supervise
- School staff must wear a provided safety/hi-vis vest whilst on yard duty
- School staff will carry basic first aid supplies
- 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 zone
 - 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
- ensure that students who require first aid assistance receive it as soon as practicable
- staff must log any serious behaviour incidents on COMPASS as soon as practicable
- any notice of any possible hazards must be reported to the Principal.

Yard Duty Folder Contents

Yard duty folders will contain:

- permission to go the office cards
- a copy of the Staff Bulletin outlining the yard duty schedule for the day and any notes regarding play areas, specific students and other matters of which staff should be aware
- specific information regarding individual students with medical, behavioural or special needs
- mobile phone
- school specific emergency response information.

Classroom Supervision

- The classroom teacher, specialist teacher, casual replacement teacher or designated replacement teacher is responsible for the supervision of all students allocated to their care at a specific time
- Teachers must be at their allocated teaching area to supervise students waiting to enter classrooms before each bell, unless they have yard duty commitments, in which case teachers are to inform the teacher next door and request that this teacher be aware of their class
- Teachers must not leave students unsupervised at any time. If it is necessary for a teacher to leave the classroom for an urgent matter the teacher should communicate with the teacher next door or contact the office for assistance.

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
- One staff member with each group must have first aid qualifications appropriate to the activity (refer to DET requirements)
- A first aid kit/s must be taken to all activities and all staff must know the location of the first aid kit.

External Providers

At times, external providers will be used to provide programs and experiences for students.

- External providers will be required to provide Working with Children Checks
- A teacher will be required to remain in attendance when external providers are working with students.
- The supervising teachers will be in charge of the program/activity and will be required to ensure the program/activity is appropriate for the students.
- The supervising teacher will be responsible for student behaviour and management throughout the program/activity.

Review Cycle

This policy will be reviewed annually or if significant changes are made to school grounds that require a revision of our school's Yard Duty and Supervision Policy.