

YARD DUTY AND SUPERVISION

March 2019



INTRODUCTION:

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.

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.

PURPOSE:

This policy is in place to ensure that;

- school staff understand their supervision and yard duty responsibilities
- parents are informed of the supervision arrangements for their children.

SCOPE:

This policy applies to all teaching and non-teaching staff at Gladstone Views Primary School, including Education Support Staff, casual relief staff and visiting teachers.

COMMUNICATION PLAN:

Parents will be referred to this policy at the commencement of each school year and on enrolment. A copy will be available on the school website.

Staff will be referred to this policy at the commencement of each school year and on induction (new staff). A copy will be available on COMPASS.

IMPLEMENTATION:

1 Before and After School

- a The school grounds will be supervised from 8.45am to 9.00am each morning, and from 3.30pm to 3.45pm each afternoon, on days the school is open for instruction.
- b Teachers will be allocated to the front and side entrances of the school for supervision of students entering the grounds.
- c Students will not be instructed that before school they are to make their way to outside their classroom and wait for the bell. Playground equipment is not to be used before school. Students may engage in passive games.
- d Students will be instructed that after school they are to make their way directly to their 'meeting point' or leave the school as organised with their parents/carers. Playground equipment is not to be used after school. Students are not to engage in any games or activities on the school grounds after school.
- e Parents will be informed of the before and after school arrangements for supervision at the start of each school year and this policy will be available on the school's website. Reminders regarding supervision and school rules for before and after school will be provided throughout the year.
- f Parents/carers are required to strictly adhere to school arrival and dismissal times. Students should not be unsupervised by parents/carers in the school grounds before 8.45am and after 3.45pm. Before and after school care is available.
- g Parents/carers of students observed by staff to be in the school grounds without supervision of a parent/carer in the mornings prior to 8.45am will be contacted and requested to make alternative arrangements for their child. Further action such as mandatory reporting may be taken in some circumstances.
- h Students not collected before supervision finishes at 3.45pm will be brought inside by the yard duty teachers and parents will be contacted. If parents/carers and emergency contacts are not available the child/ren will be placed in the school's Out of Hours Care Program at the expense of the parents/carers. Further action such as mandatory reporting may be taken in some circumstances.

2 During the School Day

- a All staff members are expected to assist with yard duty on a regular basis.
- b The Assistant Principal is responsible for preparing and communicating a regular yard duty roster as well as managing daily changes due to staff absences and special circumstances. As far as possible yard duty allocations will be fair and equitable. The Assistant Principal will use all information known to them to manage allocations.
- c Teachers on yard duty are required to wear a hi-vis vest, and carry an information folder, small first aid kit and school mobile phone. Students are not permitted to hold or carry these items for the teacher.
- d Yard duty hi-vis vests, folders, first aid kits and phones will be stored in the teacher pigeon holes near the general office.
Office staff will be responsible for updating yard duty folders and first aid kits, as well as charging mobile phones overnight.

- f Staff rostered for yard duty must remain in the designated area until a replacement arrives. If a replacement does not arrive at the expected time, the staff member is to inform the office using the school mobile provided.
- g Staff on yard duty should use the mobile phones provided to communicate with each other regarding incidents and needs.

3 Supervisory Actions During Yard Duty

Staff on yard duty must:

- a move methodically around the entire designated zone, taking particular care to supervise known 'trouble spots'
- b be alert and vigilant
- c intervene immediately if potentially dangerous or inappropriate behaviour is observed
- d enforce behaviour standards and implement appropriate consequences for breaches of safety rules in accordance with school processes
- e ensure students who require first aid assistance receive it as soon as is practicable
- f log any more serious behaviour incidents on COMPASS after the period of duty is completed
- g refer very serious behaviour incidents to the Principal / Assistant Principal
- h take notice of any possible hazards and report these to the Principal
- i take student reports seriously (students seek help from adults for a reason)
- j use opportunities to assist students to reflect on their behaviour and develop socially and emotionally
- k encourage students to be physically active
- l provide a brief handover to the incoming yard duty teacher at the change of shift

4 Classroom Supervision

- a The classroom teacher, specialist teacher, casual replacement teacher or designated replacement is responsible for the supervision of all students allocated to their care at a specific time.
- b Teachers are not to make timetable changes without notifying the Assistant Principal
- c 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 they are to inform the teacher next door and request that this teacher be aware of their class.
- d 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 (All requests to the office for a teacher to leave the classroom are to be transferred to the Principal / Assistant Principal).

5 Supervision on Excursion and Camps

- a The Principal/Assistant Principal is responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions.
- b Teachers organising school activities, camps and excursions are required to check the Department of Education and Training's website for information relating to staff ratios and risk management and present a detailed plan to the Principal prior to any event.
- b One staff member with each group must have first aid qualifications appropriate to the activity (refer to DET requirements).
- c A first aid kit/s must be taken to all activities and all staff are to know the location of the kit.
- d Student medical information must be provided to all staff (within privacy laws).
- e Students are not to be given 'free time' during school activities, camps or excursions. A choice of structured and/or semi-structured activities must be provided.

3 Supervision with External Providers

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

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

7 Yard Duty Folder Contents

- a Yard duty folders will contain:
 - 'Permission to go to the office' cards for students
 - 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 social needs (accompanied by photographs)
 - school specific emergency response information

All school policies are reviewed every three years, or earlier in response to incidents or DET instructions.

- DRSABCD Action Plan
- fact sheets for severe bleeding, choking and spinal injuries.

8 Responding to an Emergency

In an emergency situation school staff are required to act in accordance with their competence and training to fulfil their duty of care for all students. This includes;

- a ensuring the safety of all students and shielding them from traumatic events
- b notifying emergency services as soon as an emergency is identified (prior to contacting parents in an extreme emergency)
- c documenting the emergency event and actions taken
- d being involved in a de-brief following the event.

9 Managing Emergencies in the Classroom

In an emergency situation school staff are required to act in accordance with their competence and training to fulfil their duty of care for all students. This includes;

- a ensuring the safety of all students and shielding them from traumatic events
- b notifying emergency services as soon as an emergency is identified (prior to contacting parents in an extreme emergency)
- c documenting the emergency event and actions taken
- d being involved in a de-brief following the event.

RELATED POLICIES DET:

Supervision
Duty of Care
Child Safe Standards

