



YARD DUTY AND SUPERVISION POLICY

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Queenscliff Primary School, including education support staff, casual relief teachers and visiting teachers.

POLICY

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

The Principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions and camps and other school activities.

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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Queenscliff Primary School's grounds are supervised by school staff from 8.30am until 3.00pm. Outside of these hours, school staff will not be available to supervise students. Queenscliff Primary School will regularly inform parents/carers of the precise times during which the school's grounds will be monitored in the school newsletter each term.

Point Lonsdale Day Care's After School Care Program commences from 3.00pm until 6.00pm each School night within Queenscliff Primary School and they have the use of the school grounds for these children and these children are supervised under their care.

Families are encouraged to contact Lonsdale House Childcare on 5058 4231 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:

- advise 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:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts

Yard duty

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

The Leading teacher is responsible for preparing and communicating the yard duty roster on a regular basis. At Queenscliff primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school Term 4 2022 are outlined areas and include map of zones where appropriate

Zone	Area
Zone 1	Oval / Basketball Court /Trees
Zone 2	GA GA Pit /South West Quadrant
Zone 3	Netball Court / South East Quadrant



School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the first aid room.
- remain in the designated area until they are replaced by a relieving teacher.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the first aid room.
- Return yard duty equipment after the period of supervision to the first aid room or handed to the relieving staff member.

Yard Duty Responsibilities

During yard duty, supervising staff must:

- methodically move around the designated zone ensuring active supervision of all students
- be alert and vigilant
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- 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 on Compass

- at all times be aware of the school perimeter and fence line for strangers on foot or in cars who may be acting suspiciously observing the children or taking photos.

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 observes any unusual behaviour from strangers outside the school grounds, they must immediately ring the school bell 5 times. All children will immediately evacuate the school yard and go directly to their classrooms. The Principal will call 000 for police assistance.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Leading teacher responsible 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 Responsible Leading Teacher 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 send a message to the office and not leave the designated area until a replacement staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

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 the Assistant Principal for assistance. The teacher should then wait until another staff member has arrived at 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, including when external providers are engaged to conduct part or all of the activities. 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

Queenscliff Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Queenscliff Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be

supervised where students will undertake virtual and remote learning while at school eg the library/break out space/ common area.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored daily/every class.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

Other areas requiring supervision

Queenscliff Primary School also include arrangements for students using the bathroom. Students are expected to go in pairs during class time or in the older grades sign out of class before going to the bathroom.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Make available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library:
 - [Supervision of Students](#)
 - [Duty of Care](#)
 - [Child Safety Policy](#)
 - [Visitors in Schools](#)

- [Student Engagement and Wellbeing Policy](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Excursions](#)
- [Child Safe Standards](#)
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POLICY REVIEW AND APPROVAL

Policy last reviewed	8 th September 2022
Approved by	Principal Mr Richard Buckingham School Council
Next scheduled review date	September 2024