



# YARD DUTY AND SUPERVISION POLICY

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## Help for non-English speakers

If you need help to understand the information in this policy please contact Mandama Primary School on 5243 0820 or email [mandama.ps@education.vic.gov.au](mailto:mandama.ps@education.vic.gov.au).

## PURPOSE

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

## SCOPE

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

### **Before and after school**

Mandama Primary School grounds are supervised by school staff from 8:45am until 9:00am before school and from 3.20pm until 3.35pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Mandama outside of these hours, unless a special event has been organised and parents/ carers have been notified of the supervision that will be provided. Families are encouraged to contact the school for more information about the before and after school care facilities available to our school community.

- Before school, staff will be present on duty on both the south and north side of the school.
- After school, staff will be present on duty at the Jenolan Avenue, Corang Avenue and Church Street school entrances.

If a student arrives at school before supervision commences at the beginning of the day, parents/carers may need to be contacted to advise of the supervision arrangements before school and/or request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the staff member on duty will escort the student/s to the office area to wait to be collected and notify the Office Staff which students are waiting. If the student is not collected within a reasonable time-frame the Principal/Assistant Principal will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in the out of school hours care program
- contact Victoria Police and/or the Department of Families, Fairness and Housing (Child Protection) to arrange for the supervision, care and protection of the student.

### **Yard duty**

- Recess Yard Duty – 11:00-11:30 a.m.
- Lunch Yard Duty - 1:40- 2:20 p.m.

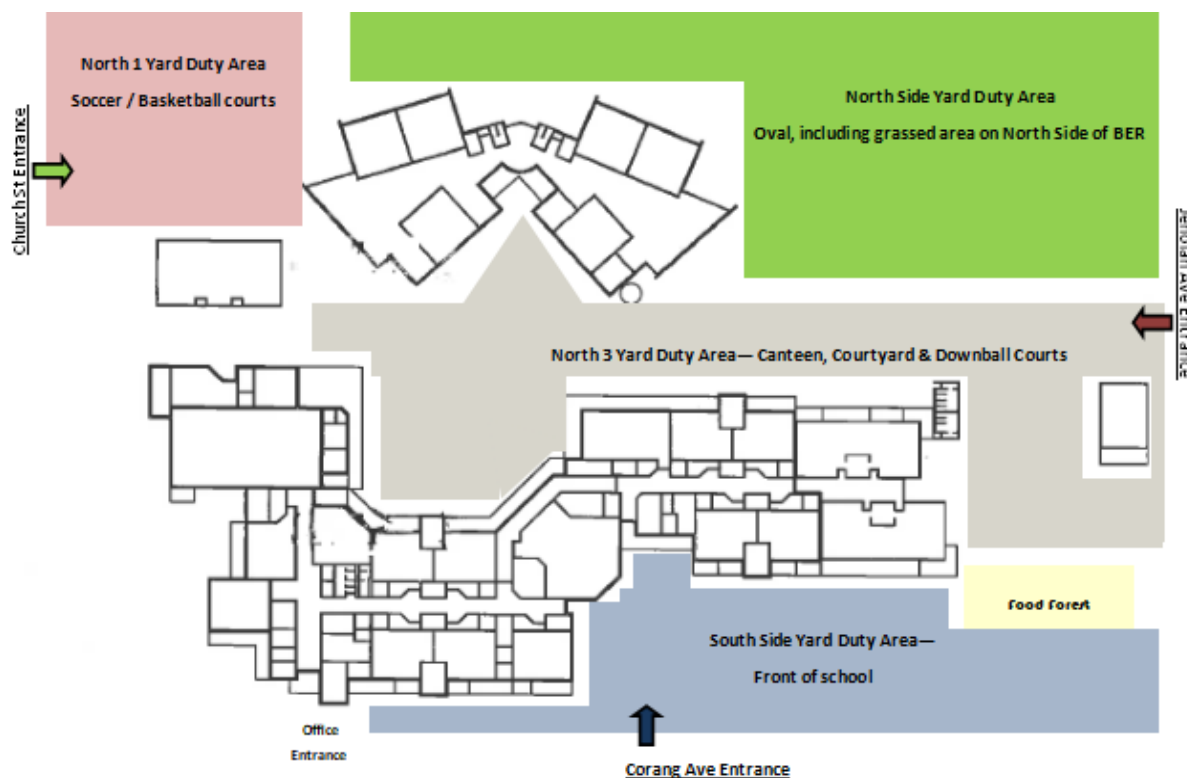
All staff at Mandama Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Mandama, school staff will be designated a specific yard duty area to supervise.

### **Yard Duty Zones**

The designated yard duty areas for our school are:

North 1	Soccer / basketball courts.
North 2	Oval, including grassed area on north side of BER.
North 3	Canteen area, courtyard and downball courts.
South	Front of school.
Corang Ave, Jenolan Ave, Church St Entrances	See Map below



## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored outside the staff room
- carry the yard duty first aid bag and mobile phone with them at all times during supervision. The yard duty first aid bag will be stored in the pigeon holes outside the staff room
- carry and be familiar with the yard book containing student health and safety information stored outside the staffroom

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

## Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member. It is stressed that the teacher rostered on yard duty has a legal duty to protect a student from risks of injury that should reasonably have been foreseen.

During yard duty, supervising school staff must:

- circulate methodically in their area whilst on yard duty
- ensure students remain in their designated year level zones
- 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)
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard

- notify the Assistant Principal /office staff immediately if a student leaves the school grounds without permission.
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable. Organise for another student to accompany a student who needs to attend the First Aid room, providing them with a first aid sticker (white dot) located in the first aid bag.
- be aware of the procedures and any students who may require emergency medical interventions (student photos and action plans are recorded in the Yard Duty folders).
- ensure that any incidents that occur in the playground that need to be recorded, including the action/resolution, are recorded on COMPASS. Any unresolved incidents need to be referred to the student's classroom teacher or the Assistant Principal.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving 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 contact the Assistant Principal 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 office or the Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the Assistant Principal / 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.

Students must be supervised at all times. Entries and exits from classrooms must be supervised. Children travelling from classroom to specialists and vice versa must be supervised. Classroom procedures, which enable teachers to monitor students leaving the room, are to be developed. This includes the policy that students must leave the room during teaching time (including going to the toilet) **in pairs**.

Students must not be left in classrooms or corridors unsupervised.

In the case of a child being asked to leave the classroom please refer to the Mandama Primary School: Behaviour Flowchart and the school *Student Wellbeing and Engagement Policy*.

No student is permitted to leave the school grounds during the day without parental permission and must be signed out at the office.

Teachers will notify the office staff immediately if a student leaves the school grounds without permission so that the parents can be contacted.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their buddy teacher or Office/Assistant Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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 activity.

Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

### **Digital devices and virtual classroom**

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

Mandama 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 in designated classrooms where teachers are supervising.

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

- student attendance will be monitored through daily student engagement and participation (via Dojo or Google Classroom)
- 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**

The Library, Art Room, Gymnasium, Performing Arts Room, Food Forest and Passive Play Room will have student activities scheduled in them at various times. Adequate supervision by an appropriate staff member must be provided at all times.

## **COMMUNICATION**

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Included as a reference in our school newsletter each term
- Made 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.

## **FURTHER INFORMATION AND RESOURCES**

- the Department's Policy and Advisory Library (PAL):
  - [Child Safe Standards](#)
  - [Cybersafety and Responsible Use of Technologies](#)
  - [Duty of Care](#)
  - [Excursions](#)
  - Visitor Policy
  - Camps Policy and Procedures
  - Incursions Policy and Procedures

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	June 2023

This policy will also be updated if significant changes are made to school grounds that require a revision of Mandama Primary School yard duty and supervision arrangements.