

## YARD DUTY AND SUPERVISION POLICY

### PURPOSE

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

### SCOPE

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 Napoleons 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.

### POLICY

#### **Before and after school**

Napoleons Primary School's grounds are supervised by school staff from 8:45 a.m. until 3:45 p.m. Outside of these hours; school staff will not be available to supervise students. Napoleons Primary school will regularly inform parents/carers of the precise times during which the school's grounds will be monitored (via the school newsletter each term).

Before and after school, school staff will be available to supervise the school bus loading and main entrance of the school at the school gate.

Parents and carers should not allow their children to attend Napoleons Primary School outside of these hours. If there is an issue, families are encouraged to contact the Principal on 53420414.

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:

- Have the student supervised at the office
- 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 consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- 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 Napoleons Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal or nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Napoleons Primary School, school staff will be designated a specific yard duty time to supervise.

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staff room.

Staff who are rostered for yard duty must remain in the yard duty area until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- methodically move around the yard duty 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 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 in a Yard Duty Book that accompanies the teacher on yard duty at all times. 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 is unable to conduct yard duty at their designated time, they should make alternative arrangements or contact the Principal.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office or staffroom 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 make a phone call or call for assistance from the office or staffroom and not leave the designated area until a replacement staff member has arrived.

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 the front office or the closest teacher for assistance. The teacher should then make every attempt to 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.

## **FURTHER INFORMATION AND RESOURCES**

- School Policy and Advisory Guide:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

## **REVIEW CYCLE**

This policy was last updated on July 16th 2021 and is scheduled for review in February 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Napoleons Primary School's Yard Duty and Supervision Policy.