



# 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 Orchard Grove 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, times and places.

## POLICY

### Before and After School

Orchard Grove Primary School's grounds are supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff will not be available to supervise students.

Parents will be regularly informed each term, of the precise times during which the school's grounds will be monitored. This will be communicated through COMPASS and the school newsletter.

Before and after school, staff will be available to supervise the school car park and front entrance of the school.

Parents and carers should not allow their children to attend Orchard Grove Primary School outside of these hours. Families are encouraged to contact Team Kids on 1300 035 000 or refer to [www.teamkids.com.au](http://www.teamkids.com.au) 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 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 (Team Kids) at the parent's expense

- 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.

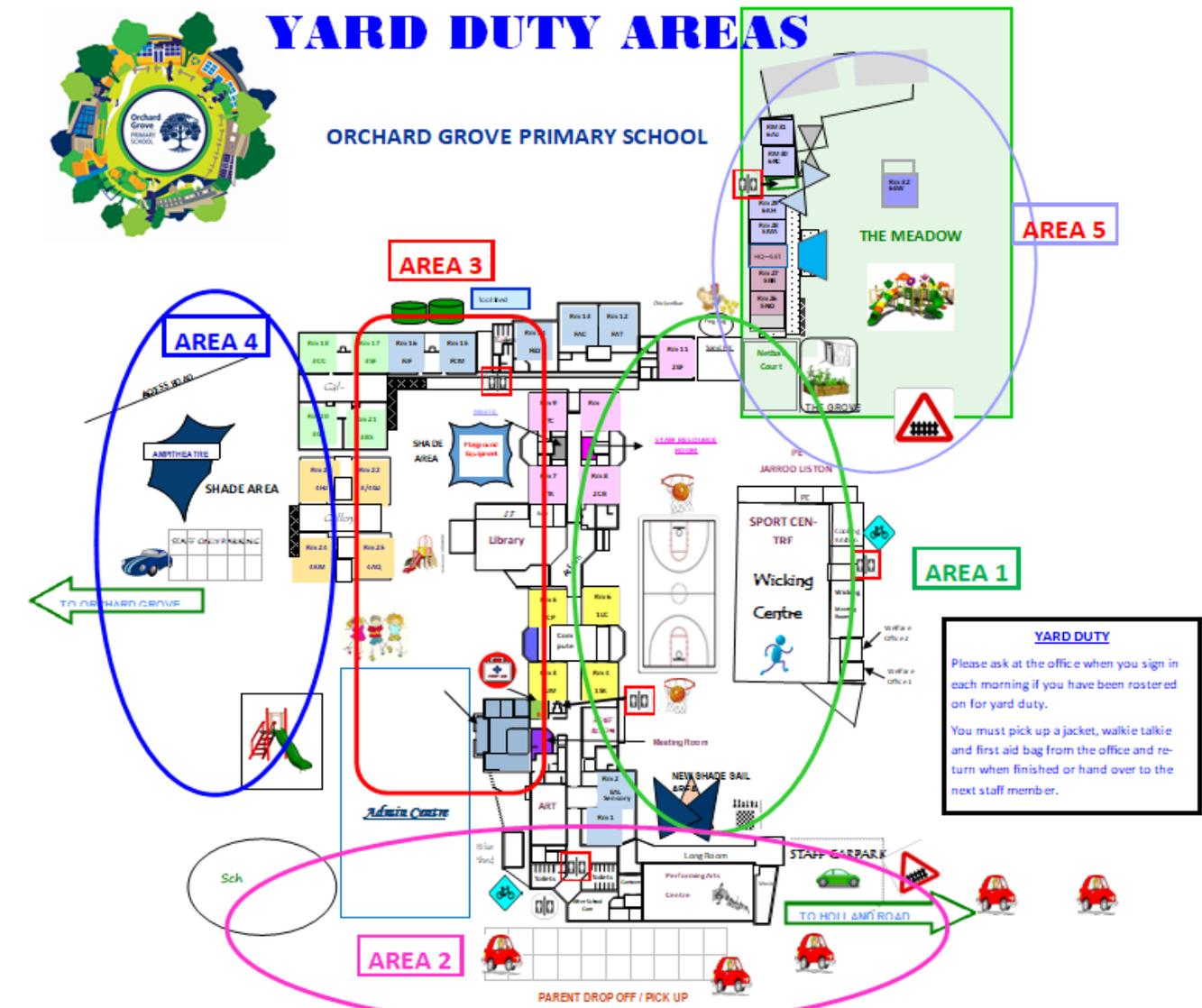
## Yard Duty

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

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

The designated yard duty areas for our school (as at Term 3, 2019):

Area	Area
Area 1	Asphalt, garden areas, decking in front of the Foundation Centre, artificial turf area, northern toilets (Wicking Centre), shade sail area near Performing Arts Centre, turfed netball court near the Meadow
Area 2	Oval and Bike Shed/toilets
Area 3	Grassed area in front of the main office, climbing equipment between Library and Year Four building, Prep playground
Area 4	Playgrounds including Spider Web, area behind Year Three & Four classrooms
Area 5	Meadow Playground



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

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 to ensure that all areas are within line of sight to at least one yard duty teacher at a time;
  - Be alert and vigilant;
  - Carry a walkie-talkie, wear a hi-vis vest and carry a first aid kit (provided);
  - Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard;
  - If an unauthorised person is seen in the school grounds during recess and/or lunchtime, the yard duty teacher is to safely approach that person, then make contact with the front office using the walkie-talkie;
  - Enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the *OGPS 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 the eSmart Incident register;
- 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 the designated time, they should contact the Assistant Principal (in charge of yard duty) 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 front office via walkie talkie 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/call Assistant Principal 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 or one of the student Peer Mediators.

## **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 Year Level Coordinator or front office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving. NO class is to be left unattended at any time unless there is an emergency.***

## **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**

This policy should be read in conjunction with the following Department policies and guidelines:

DET Policy and Advisory Library:

- [Supervision](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

### **Review Cycle And Evaluation**

Last updated June 2021

Scheduled for review in 2022