



Hughesdale Primary School

Yard Duty and Supervision Policy

Last Review Date: June 2022	Due for Next Review: June 2024
Included on Website; ✓Yes	Authorised (Principal):



Help for non-English speakers

If you need help to understand the information in this policy, please contact Bridene Forrest (Business Manager) or Amanda Breeden-Walton (Assistant Principal).

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Hughesdale 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

Hughesdale Primary School's grounds are supervised by school staff from 8.45am to 9am and 3.30pm to 3.45pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through information on our school website and regular reminders in our newsletter that they should not allow their children to attend Hughesdale Primary School outside of these hours. Families will be encouraged to [Camp Australia](#) 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 an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

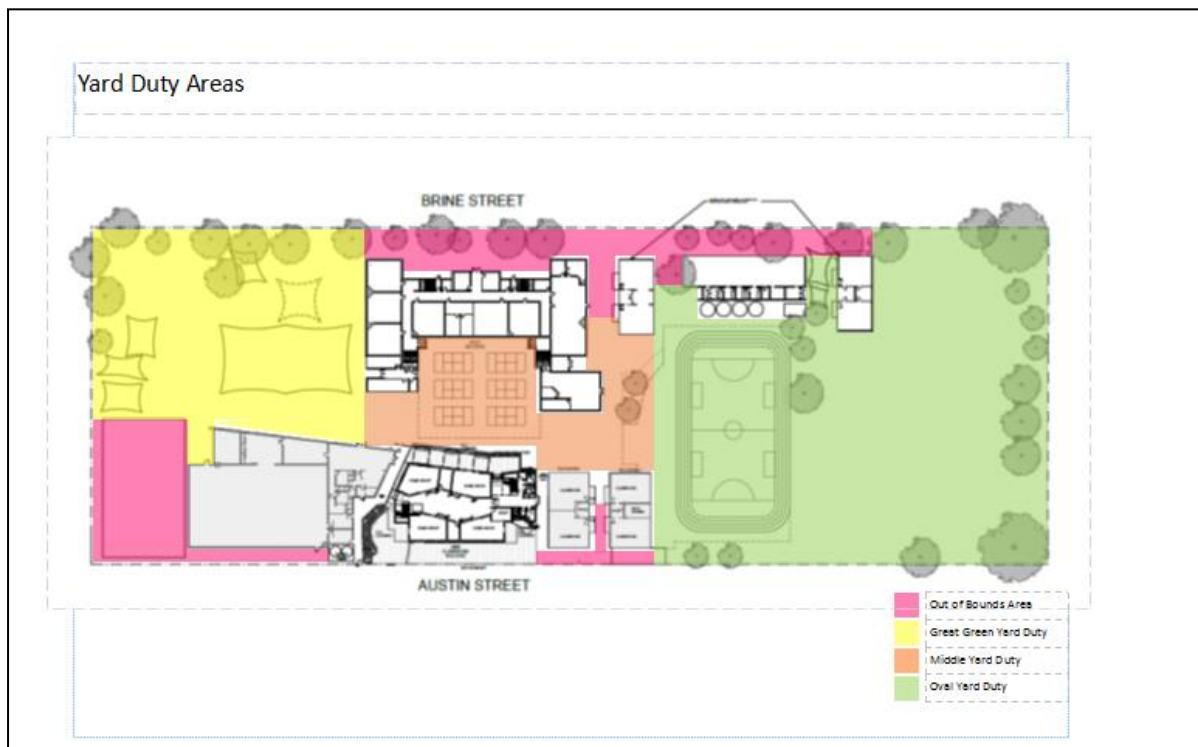
All staff at Hughesdale Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal's nominee (referred to in the Roles and Responsibilities Document as the Yard Duty coordinator) is responsible for preparing and communicating the yard duty roster on a regular basis. At Hughesdale Primary School staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school as at Term 2 2022 are:

Zone	Area
Zone 1	Great Green
Zone 2	Middle area (between Main and Tanner buildings)
Zone 3	Oval



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Yard Duty cupboard which is in the gym foyer.
- Carry a provided walkie-talkie tuned to channel 1 whilst on yard duty. Walkie-talkie's will be stored on their charging stations in the Yard Duty cupboard which is in the gym foyer.

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

Yard duty responsibilities – Recess and Lunch time

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

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- 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
- enforce behavioural standards, as outlined in the Hughesdale Primary Playground Expectations (Appendix 1) and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the 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 the schools management system (Compass)

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 cannot fulfil their yard duty obligations due to appointments or excursions etc they are required to either make a swap with another staff member or discuss the matter with the Yard Duty coordinating teacher.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Yard Duty coordinator 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 use the walkie-talkie to alert the office and not leave the designated area until a relieving 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.

A trained nurse / level 2 first aid trained staff member will be responsible for supervision of the first aid room from 10.25 – 2.00 pm, Monday to Friday. In the times that the nurse is not present a level 2 trained staff member will be available to manage the first aid room.

In accordance with the school's Sunsmart policy all staff must wear wide brimmed hats between 14th August and 30th April.

Yard duty responsibilities – Before and After school

If on before school yard duty, staff are to open toilets and the courtyard glass doors at the 8.50am bell. At 9am, the yard duty staff are to lock the bike sheds.

If on after school duty, staff are to ensure toilet doors and courtyard glass doors are secured and the bike sheds are locked at 3.45pm. Bikes still in bike sheds at 3.45pm are to be locked in.

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 a class teacher in a nearby room/year level coordinator/office 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Hughesdale Primary School will also ensure appropriate supervision of students participating in remote learning environments while on school site. In these cases, students will be supervised by that Hughesdale teacher coordinating the program or a nominee teacher.

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.

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

- Made available in hard copy from the office upon request

Information for parents and students on supervision before and after school is available on our school website. 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 (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

Approval and review

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	June 2024 – the mandatory minimum review cycle for this policy is 2 years

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