



## **YARD DUTY AND SUPERVISION POLICY (2024 – 2026)**



### **Help for non-English speakers**

If you need help to understand this policy, please contact Morang South Primary School office on 9404 1548.

### **PURPOSE**

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

### **SCOPE**

This policy applies to all teaching and non-teaching staff at Morang South 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**

Morang South 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. Outside of these before and after school times, school staff will not be available to supervise students. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

Before and after school, school staff will supervise the school turf and playgrounds and Riverside Drive entrance of the school. Parents and carers will be advised through a notification on our school Compass portal and regular reminders in our newsletter that they should not allow their children to attend Morang South Primary School outside of these hours.

A roster system will be used to timetable staff members for yard supervision. Parents and carers should not allow their children to attend unsupervised at Morang South Primary School outside of these times. Families requiring supervision are encouraged to contact Their Care (OSHC) on [1300 072](tel:1300072)

[410](#) or refer to the Their Care weblink and contact details on the school website for more information about the before and after school care facilities available to our school community.

If a student arrives at school without direct supervision of a parent or guardian prior to 8.45am, and is not booked into Before School Care (OSHC), the student should go to the Administration Office. 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 3:45, at the end of the school day, the student should go to the Administration Office. 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 (OSHC) program at the parent/guardian's cost
- contact Victoria Police and/or the Department of Family, Fairness and Housing (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

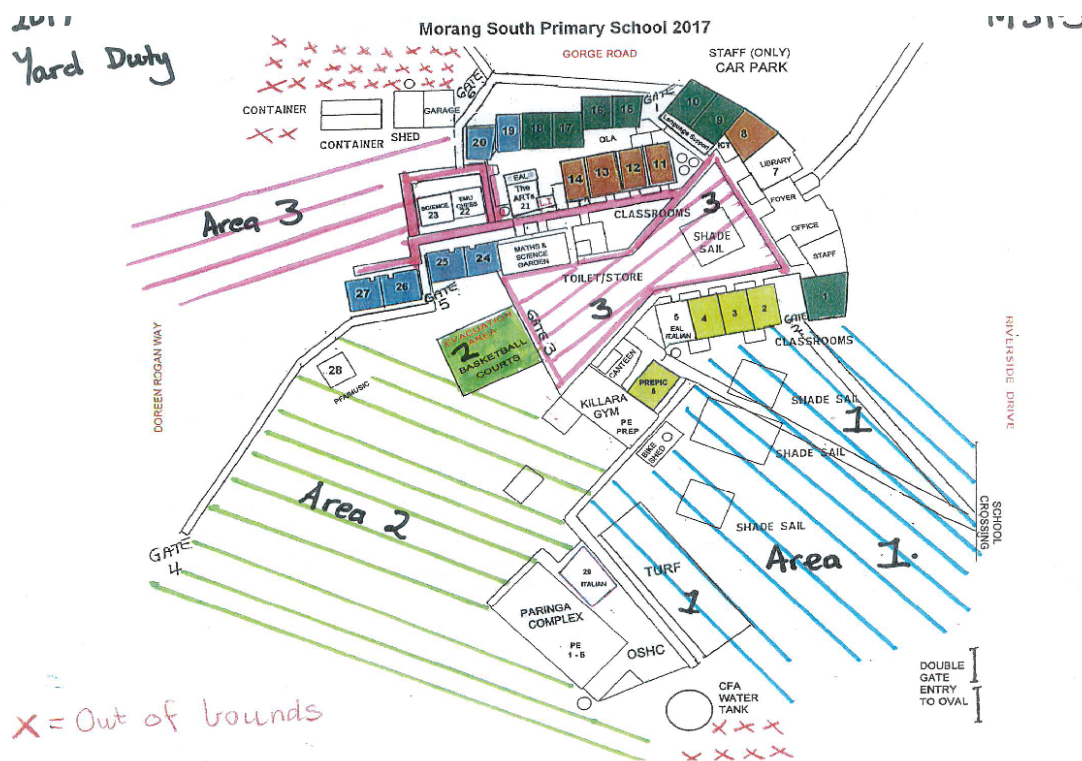
All staff at Morang South Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

School staff who are rostered on for school supervision must follow the processes outlined below.

The designated yard duty areas for our school as at Term 4, 2024 continue to be as follows:

Zone	Area	Time(s)
Area 1	Playground/ Turf	11:10am – 11:40; 1:50pm – 2:30pm
Area 2	Oval/Basketball Courts	11:10am – 11:40; 1:50pm – 2:30pm
Area 3	Quadrangle/Portable Block	11:10am – 11:40; 1:50pm – 2:30pm
Area 1	Playground	8:45am – 9:00am (Before school) 3:30pm – 3:45pm (After school)



## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored under staff pigeonholes in the staff resource room
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored under staff pigeonholes in the staff resource room
- be familiar with the yard duty information pack containing student health and safety information stored in the yard duty first aid bags
- carry their mobile phone with them whilst on duty (as agreed)

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.

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). Visitors who have not signed in should be directed to the office.

- ensure students remain in any designated play zone, age-based allocated equipment or use areas timetabled for use based on year level correctly
- 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 our school's *Student Engagement, Wellbeing and Inclusion* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on the student management system - Compass Chronicles.
- children and staff members are required to wear appropriate hats from the September 1st until the end of April, in accordance with the SunSmart Policy
- if the Principal or principal's nominee deems outside weather as unsuitable or unsafe, an inclement weather timetable will be followed

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 Principal or 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 Principal or 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 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.

### 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 teacher in the adjacent room if available to supervise their class. If that teacher is not available then a member of the Principal Team will need to be contacted for assistance. The teacher should then wait until another teaching 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 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 [Excursions Policy](#).

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

Morang South Primary School follows the Department's [Digital Technologies – Responsible Use Policy](#) with respect to supervision of students using digital devices.

At times, students may participate in online learning programs such as Higher Abilities programs (VCES and VHAP) where students are involved in enrichment and extension-based learning. Morang South 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 either by the classroom teacher, by the Higher Abilities Practice Leader or other qualified staff member. Supervision will be conducted in the classroom environment, library or in nearby breakout space.

### **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.

### **Supervision of students moving between classes**

When attending a specialist class or event after recess and lunch the students are required to line up at their specialist classroom or event location. When attending a specialist program, sport activity, incursion or any event outside their regular classroom between sessions, students are to be escorted to these by their supervising teacher.

### **Supervision of students going to the toilet**

Students requiring to go to the toilet during class time are expected to go in pairs.

## **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
- 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 and parent reminders are sent at the beginning of each term in our cohort newsletter.

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
  - [Child Safe Standards](#)
  - [Digital Technologies – Responsible Use Policy](#) [Duty of Care](#)
  - [Excursions](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	27/11/2024
Approved by	Principal
Next scheduled review date	October 2026

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