



## YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact [Jason O'Neill on 54396366)

### 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 Eppalock 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

Eppalock Primary School's grounds are supervised by school staff from 8:45am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Before school, from 8:45am-9:00am staff will be available to supervise the school grounds, playground areas and drive through drop off area.

After school, from 3:15pm-3:30pm, staff will be available to supervise the drive through, bus line and student pick up areas at the front part of the school.

Parents and carers should not allow their children to attend Eppalock Primary School outside of these hours. Families are encouraged to contact Rosa Piteri on 1300 018 310 or refer to <https://ourpatchgroup.education/> 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:

- take the student/s inside to the staffroom and attempt to contact the parents/carers
- take the student/s inside to the staffroom and attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available)



- 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 Eppalock 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 Eppalock Primary School, school staff supervise the whole yard with the assistance of an Education Support staff member.

As at Term 1, 2022 the yard duty areas, before school and during breaks, include the whole school. Students are not permitted behind our Art shed building or up past the end of the sandpit/garden area, students are also not permitted inside the fenced area at the bottom of the oval.

From 3:15pm-3:30pm our staff have set zoned areas or tasks, these include;

Zone	Area
Drive Through supervision	Supervising students getting picked up at the drive through zone at the bottom of the oval.
Bus Duty	Supervising students who are on the bus. Monitoring the roll call and escorting students to the bus when it arrives.
Front Gates	Supervising students getting picked up from the front gate area. Ensuring safety of students walking to and from cars.
Eating Area pick up zone	Supervising students being picked up from the eating area gate. Ensuring they are waiting responsibly.





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

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 and check in with Education Support staff where appropriate to discuss any supervision requirements for funded students.
- 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 Educateus or the first aide book where relevant as soon as practicable.
- 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 another staff member 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 another staff member 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 contact the office area by phone, or send a responsible student to the office, 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 office for assistance. The teacher should then 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. 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.



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

## FURTHER INFORMATION AND RESOURCES

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

## POLICY REVIEW AND APPROVAL

Policy last reviewed	12 <sup>th</sup> May 2022
Approved by	School Council & School Principal
Next scheduled review date	May 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Eppalock Primary School's Yard Duty and Supervision Policy.