



# Yard Duty and Supervision Policy

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<b>Approval Authority – School Council President</b>	(Not required)
<b>Responsible for Review</b>	Penelope Harris
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# Yard Duty 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 Monbulk 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.

## IMPLEMENTATION

### Before and after school

Monbulk 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. This information will be regularly communicated with parents/carers of the precise times during which the school's grounds will be monitored.

Parents and carers should not allow their children to attend Monbulk Primary School outside of these hours. Families are encouraged to contact OSH Club 0438 568 149/monbulk@oshclub.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:

- take students to the office
- attempt to contact the parents/carers
- attempt to contact the emergency contacts

### Yard duty

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

The Principal or Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Monbulk 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 1, 2021) are :

Area 1	The top area of the school – front of school
Area 2	The Pines
Area 3	The Oval



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

Staff are required to take a bum bag containing basic first aid supplies and a pen, yard duty area clipboard and if possible their mobile phone (in case of emergencies).

If staff have their mobile phone on yard duty, in the event of an emergency phone the school main number on 97655 6481.

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:

- actively and methodically move around the designated area
- 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 *Playground Behaviour Consequences document*
- ensure that students who require first aid assistance receive it as soon as practicable
- report any incidents or near misses as appropriate
- 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 required to either make a swap with another staff member or discuss the matter with the Assistant Principal.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Assistant Principal] 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 staffroom or call the 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.

In addition to yard supervision staff will be responsible for the supervision of the first aid room (sickbay) during recess and lunchtimes.

#### **FURTHER INFORMATION AND RESOURCES**

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

#### **REVIEW CYCLE AND EVALUATION**

This policy was last updated on 31 January 2021 and is scheduled for review on 31 January 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Monbulk Primary School's Yard Duty and Supervision Policy.