

	Policy Name:	Yard duty and supervision	First approved:	05-2011
			Last approved:	10-2021
	Responsible:	Assistant Principal	Review date:	10-2024
Status	Policy status: Revised in line with DET Template Council approval not required Council consultation not required		Basis	Original policy and DET Template

1. Rationale:

- 1.1 Adequate supervision of students in the school yard is a requirement of the school's duty of care. The school will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff. The principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury. This duty extends to intervention in single-sex areas if need be by a teacher of the other gender.

2. Scope

- 2.1 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.
- 2.2 This policy applies to all teaching and non-teaching staff at Lyndhurst Primary School, including education support staff, casual relief teachers and visiting teachers.
- 2.3 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.

3. Aims:

- 3.1 As part of its duty of care, the school is required to adequately supervise students for a defined period before school; at recess time and lunchtime; and after school. This on-site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventative measures could be taken.
- 3.2 It is essential parents/carers are kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information should be clearly provided to parents/guardians on a regular basis.
- 3.3 Parents/carers may request to take their child from the school premises for various reasons. It is important the school has a process to authorize these requests and accurate student records are maintained.

4. Implementation:

- 4.1 A roster system will be used to timetable staff members for yard supervision.
- 4.2 Yard supervision will include before school, recess and lunch breaks, and after school.
- 4.3 In determining whether supervision of students entering or exiting the school is adequate, the principal or their nominee will consider a number of factors including:
- which entry/exit points should be or are used by students
 - whether any entry or exit points should be locked, designated as out of bounds, or supervised

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- road traffic conditions
 - designated pick up and drop off areas
- 4.4 The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the principal who will consider the following:
- the number of students alighting from and boarding the bus at the school
 - the age of students alighting from or boarding the bus
 - the times of the arrival and departure of the bus(es)
 - the location of the pick-up and drop-off points in relation to the other areas of the school
 - whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus
- 4.5 Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are encouraged to pick up their child by the designated end of day supervision period. Parents will also be informed via the school’s newsletter, the times when staff members will be rostered to undertake yard supervision before and after school each day.
- 4.6 The school will regularly liaise with the OSHC program operator to ensure the effective supervision of students when transitioning to and from Out of School Hours Care (OSHC).
- 4.7 Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early.

Note: When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

5. Evaluation:

- 5.1 This policy will be reviewed in line with the school’s three-year policy review process or more often if necessary due to changes in regulations or circumstances.

References:

Supervision:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/supervision.aspx>

Work requirements – teachers

<http://www.education.vic.gov.au/hrweb/workm/Pages/wrkload.aspx>

Appendix A: On-Site Supervision of Students Procedures

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Appendix A: On-Site Supervision of Students Procedures

1. Introduction

The processes outlined below provide adequate and appropriate supervision of students in the school yard so the school fulfils its duty care to its students in terms of on-site supervision.

2. Supervision before and after school

- The school will provide staff supervision for students arriving before school between 8.45am and 9.00am.
- The school will provide staff supervision for students after school between 3.30pm and 3.45pm.
- This information is provided to parents/guardians on a regular basis via the school newsletter. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.
- Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods
- Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the principal or their nominee.

3. Supervision at recesses and lunch time – Yard Duty

Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a ‘Yard Duty Roster’ will be created each term allocating teachers and non-teaching staff to supervise students in defined areas of the school grounds during these times. Details of the roster are communicated to staff at meetings, through Sentral and via staff e-mail communications. All classroom staff are expected to assist with yard duty supervision and will be included in the weekly roster.

A designated Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. School staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school courtyard, oval, dry creek bed, west portables, 5/6 portables/basketball court, front of school.

School staff must wear a provided safety/hi-vis vest and carry a first aid bag whilst on yard duty. Each staff member will be provide with their own vest and first aid 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 supporting students in effective, cooperative play
- be alert and vigilant
- check “high risk areas” eg. toilets, deck areas, behind buildings
- 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
- ensure that students who require first aid assistance receive it as soon as practicable
- Where appropriate, if being relieved of their yard duty shift by another staff member, a brief but adequate verbal ‘handover’ may be 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 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 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 inform an Assistant Principal or 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.

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4. 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 their teaching partner, an Assistant Principal or 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.

5. Unauthorised student departure from school

- When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.
- Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

6. Early departure of students prior to dismissal time

Students must be signed out of the school by a parents or guardian if departing prior to dismissal time. Students will not be allowed to leave the school grounds during school hours without the guardianship of a responsible adult.

A record of early departures is to be kept in the Administration Office and completed for all students departing the school early. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person 16 years and over.
- No students will be sent home on their own other than at normal dismissal time.

7. Arrangements for students not collected after school

- Parents/guardians will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents/guardians. Students remaining in the school yard awaiting collection after 3.45pm will be directed to the office waiting area.
- If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.
- Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student.
- Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

8. Arrangements for student supervision on school camps and excursions

The school will provide supervision ratios in line with the Department's policy as outlined in the Victorian Government Schools Reference Guide section 4.4.2.8 depending on the nature and location of the school activity.