



Yard Duty and 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 Upper Ferntree Gully 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

Upper Ferntree Gully Primary School's grounds are supervised by school staff before school from 8:45am- 9am, snack 11am - 11:40am and lunch breaks 1:20pm to 2:00pm and after school 3:30pm – 3:45pm.

Outside of these hours, school staff will not be available to supervise students. 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 end of the designated end of day supervision period which for Upper Ferntree Gully Primary School is 3:30pm.

Parents will be regularly informed via the school's newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.

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.

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)
- 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



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Yard Duty

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

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

A duty roster will be used to timetable staff members for yard supervision.

- Duty areas will include:
 - Before and After School:
 - Duty at the front of school and on the basketball court to supervise pick up and drop off as well as students crossing the road.
 - Area AB – Foundation area, behind MPR, toilets to Japanese steps and Basketball Court.
 - Area C – Oval – *Wet/hot day: Senior building*

During yard duty, supervising staff must:

- will be on duty promptly as per timetable. If a staff member is unable to be on duty, substitute arrangements must be made.
- carry a mobile to contact the office in an emergency
- carry a bag containing first aid supplies
- 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
- 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.
- supervise students lining up during music. It is the responsibility of staff to be with their class punctually before the bell sounds to end break time.
- wear yellow high visibility jackets to assist students to easily identify them in the yard.



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- regularly check the playground equipment and report any potentially dangerous or faulty equipment to the principal or health and safety representative.
- Ensure students are to be made aware that any dangerous or harmful equipment or substances, eg syringes, broken glass, articles with blood must not be handled but be reported to the staff member on duty.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Principal or person in charge 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 office or call the 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.

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 speak to the adjoining classroom teacher or the Principal 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.

FURTHER INFORMATION AND RESOURCES

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

REVIEW CYCLE

This policy was last updated in April 2018 and is scheduled for review in 2019. This policy will also be updated if significant changes are made to school grounds that require a revision of Upper Ferntree Gully Primary Schools Yard Duty and Supervision Policy.