



WARRAGUL NORTH PRIMARY SCHOOL

Yard Duty and Supervision Policy

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Warragul North 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

Warragul North Primary School's grounds are supervised by school staff from 8.40am until 3.45pm. Outside of these hours, school staff will not be available to supervise students. Warragul North Primary School will regularly inform parents/carers of the precise times during which the school's grounds will be monitored e.g. on the school website/parent portal and in the school newsletter each term.

Before and after school, school staff will supervise the front of the school and the basketball court. In addition to the areas above the courtyard/toilet area of the school will be supervised before school.

Parents and carers will be advised through the school website, newsletters and compass posts that they should not allow their children to attend Warragul North Primary School outside of these hours. Families will be encouraged to contact the school on 03 5623 4066 or refer to YMCA flyer 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 student must go to the school 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 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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

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

The yard duty timetable coordinator is responsible for preparing and communicating the yard duty roster on a regular basis. At Warragul North Primary School, school staff will be designated a specific yard duty area to supervise or if an Education Support member, a student to support.

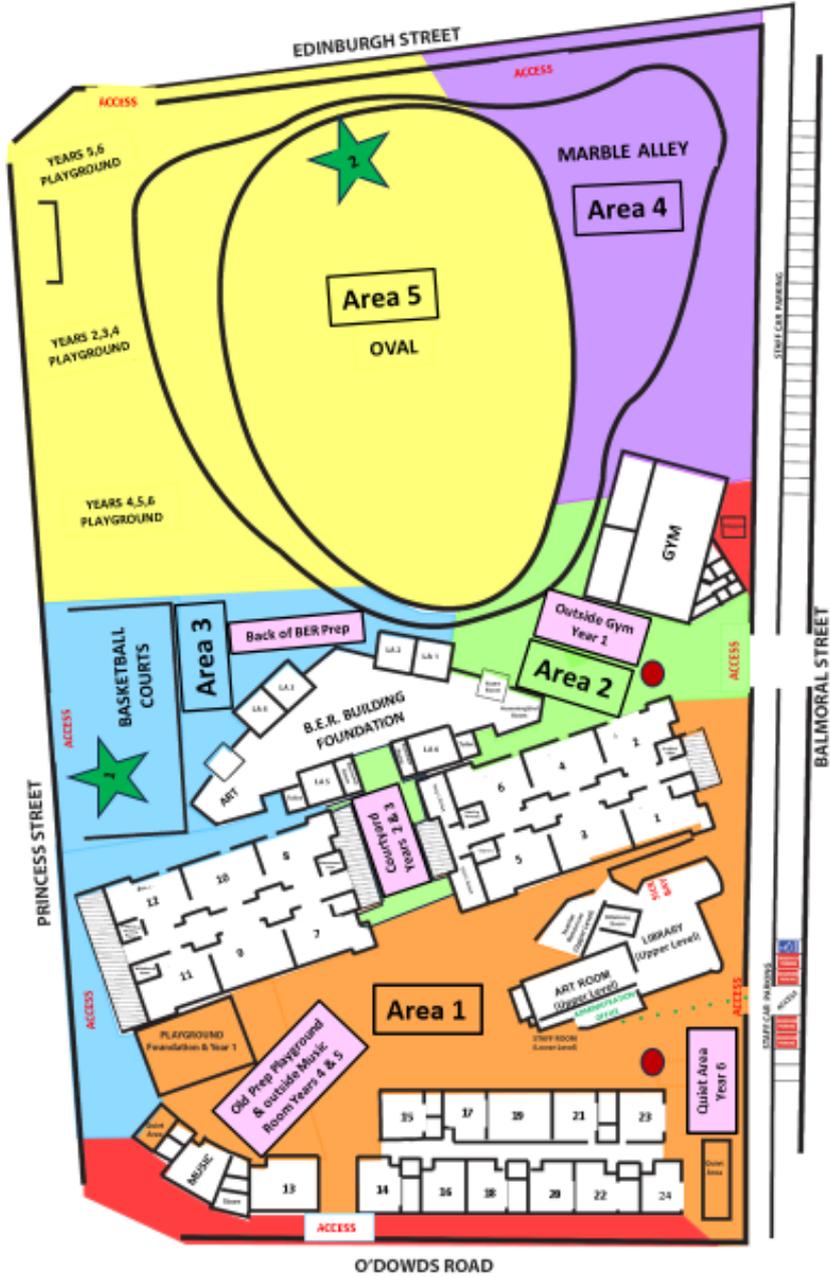
Staff are to carry a handheld UHF with them at all times whilst on yard duty. UHF's are numbered, reflecting the yard duty zones.

Yard duty zones

The designated yard duty areas for our school as at Term 3, 2023 are:

Zone/UHF	Area
Area/UHF #1	Shade sails, Front of School and around School Office/Canteen, quiet area
Area/UHF #2	BER Building / front of gym
Area/UHF #3	Basketball Courts / Princess Street side of Junior Building
Area/UHF #4	Marble Alley
Area/UHF #5	Oval, Playgrounds
UHF #6	Rainbow Room / Hive
UHF #7	Rover (Leadership Staff Member)
UHF #8	Office / Admin / Leadership

**WARRAGUL NORTH PRIMARY SCHOOL
YARD DUTY SUPERVISION AREAS**



PRIOR TO DUTY: please collect a fluoro vest, first aid pouch and walkie-talkie
ROVER: Covers all area of the school and responds to calls from other staff on walkie-talkies.

- Red = Out of Bounds
- PINK = Eating Area
- FIRE HYDRANT - ●
- Evacuation Assembly Area = ★
- ACCESS = Gates

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Each staff member will be given their own yard duty vest. If a staff member needs a replacement vest, please see the office.
- carry the yard duty first aid bag at all times during supervision. Each classroom is provided with a yard duty bag.
- carry designated handheld UHF whilst on duty
- be familiar with the anaphylaxis students in the school

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
- not allow any student to leave the school grounds to retrieve a ball etc.
- 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)
- ensure students remain in their designated year level zones eg. Playgrounds.
- 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 the school's Student Engagement and Bullying Prevention policies
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass
- Ensure regular supervision of secluded areas takes place

All staff members have a duty of care to be on time to yard duty from the first bell. The person on the second half must remain in place until all students have left the area.

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. A five-minute change over time slot is in the yard duty timetable to allow for this.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the office 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 office immediately 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 call 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 child leaves the classroom without permission, staff are to contact the office immediately to maintain Duty of Care procedures.

Please refer to the Student Wellbeing and Engagement Policy to ensure correct procedures are followed for student behaviour and disciplinary procedures.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the office assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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 and Training [Excursions Policy](#).

Digital devices and virtual classroom

Warragul North Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Warragul North 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 in the BER classrooms.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored daily
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

Students requiring additional supervision support

Sometimes students will require additional supervision support, such as students with disability or other additional needs. In these cases, the Leading Teacher – Wellbeing 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.

Other areas requiring supervision

Students must also be supervised when moving around the school. It is highly recommended that the teacher walk behind the students to ensure visibility and students stop and wait before moving out of the staff members line of sight.

When students need to go to the bathroom during class time, they 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 or via Compass each term

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

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2023
Approved by	Principal
Next scheduled review date	2025

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