



## YARD DUTY AND SUPERVISION POLICY



### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Kingston Heath Primary School on 03 9584 5805 or [kingston.heath.ps@education.vic.gov.au](mailto:kingston.heath.ps@education.vic.gov.au).

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Kingston Heath 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

Kingston Heath 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.

Before and after school, a member of staff will be supervising the rear of the school (oval and basketball courts) and the front of the school (school gates and car park area).

Parents and carers will be advised through our school website and regular reminders in our newsletter, that they should not allow their children to attend Kingston Heath Primary School outside of these hours unless accompanied by a supervising adult.

Families are encouraged to contact Their Care on 1300 072 410 or refer to <http://theircare.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:

- 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 Kingston Heath Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal] is responsible for preparing and communicating the yard duty roster on a regular basis. At Kingston Heath Primary School, school staff will be designated a specific yard duty area to supervise.

### Yard duty zones

The designated yard duty areas for our school (as at insert date eg Term 4, 2023) are:

Zone	Area
Zone 1 ("Oval")	Oval, Basketball Courts, Amphitheatre, Playgrounds on either side of Basketball Courts
Zone 2 ("Courtyard")	Oval, Basketball Courts, Amphitheatre, Playgrounds on either side of Basketball Courts

### Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Spare safety/hi-vis vests will be available from the front office if required.
- carry the provided yard duty first aid bag at all times during supervision. Spare yard duty first aid bags will be stored in the front office.

### 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 staff must:

- methodically move around the designated zone ensuring active supervision of all students
- monitor that gates are closed
- 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)
- 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.

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 send a message to the office/staffroom and not leave the designated area until a replacement 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 teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their nearest teaching colleague, or the front 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, 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**

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

Kingston Heath Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. Parents are responsible for the appropriate supervision of students accessing virtual classrooms from home.

### **Students requiring additional supervision support**

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the principal or delegate 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.

## **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

This policy should be read in conjunction with the following policies on the Department’s Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

## POLICY REVIEW AND APPROVAL

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

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

## APPENDIX

### SAMPLE content to notify parents of supervision arrangements before and after school:

Student safety at Kingston Heath Primary School is our highest priority and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.

**Before school: School grounds are supervised from 8:45am each morning, until 9:00am.**

**After school: School grounds are supervised until 3:45pm each afternoon** (or 15 minutes following the dismissal of students on days in which the school day officially concludes earlier, such as the final days of term).

Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending before or after school care, or a pre-arranged supervised activity.

Families are encouraged to contact TheirCare directly on 1300 072 410 for more information about the before and after school care facilities available to our school community, including during school holidays, or contact the school office on 9584 5905 if you would like any further information about our student supervision arrangements.

For a copy of our school's Yard Duty and Supervision Policy visit our school website at <https://khps.vic.edu.au/about-us/#policies>, or request a hardcopy at the school office.