

Yard Duty and Supervision Policy for staff



239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: cranbourne.south.ps@edumail.vic.gov.au Website: <http://www.cranbournesouth.vic.edu.au/>

Policy Name	Yard Duty and Supervision Policy <i>for staff</i>	Approved	Wednesday, 20th February 2019
Responsibility	Principal class	Review date	February 2020

Rationale

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

Aims

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 Cranbourne South 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

Before and after school

Cranbourne South Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. At 8.50am an organisation/bag bell will ring when children are able to enter their classrooms. Outside of these hours, school staff will not be available to supervise students. The Staff member on duty is around the basketball court.

Parents and carers should not allow their children to attend Cranbourne South Primary School outside of these hours. Families are encouraged to contact Camp Australia on 1300 105 343 or refer to <https://www.campastralia.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)
- 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.

Yard duty

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

The principal or alternative nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Cranbourne South 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, 2019 are;

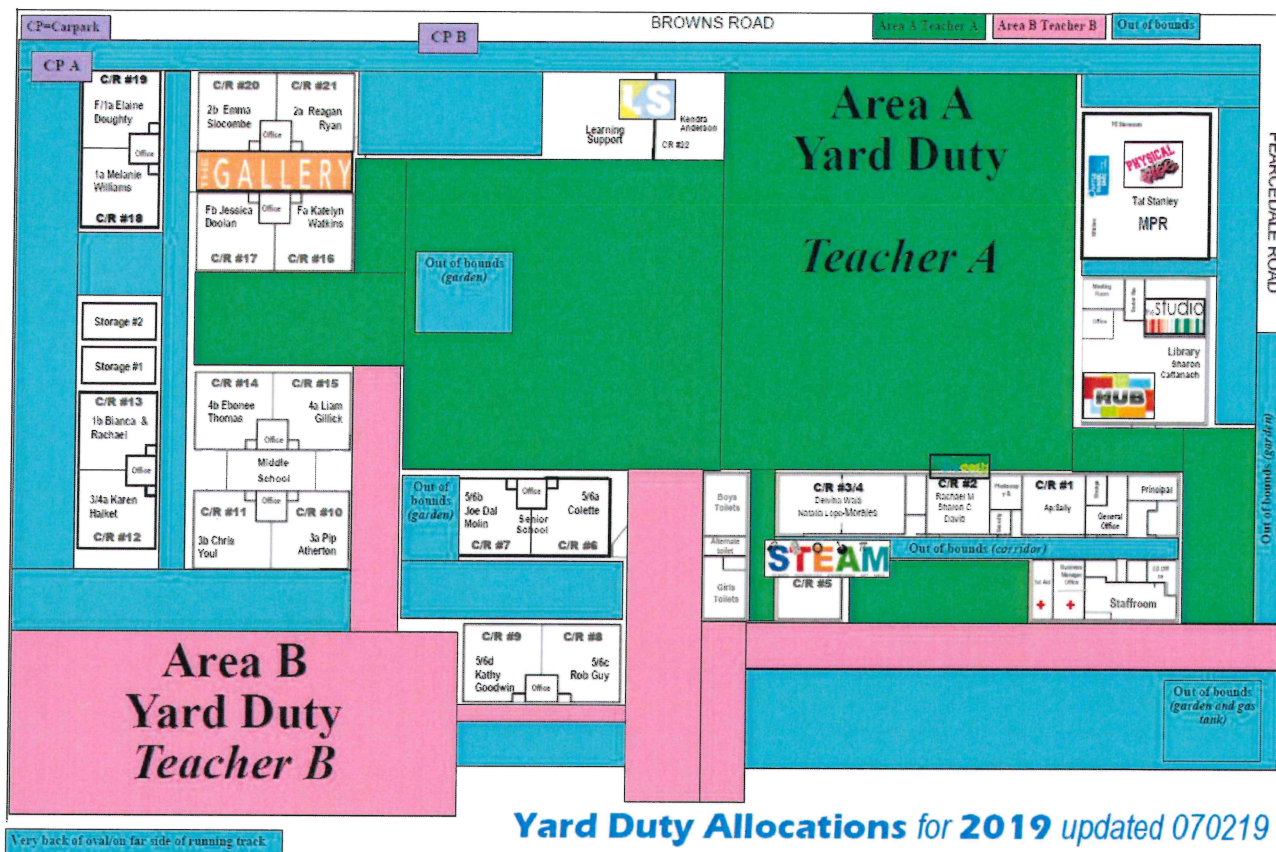
Zone	Area
Zone 1	Area A as per Yard Duty Map
Zone 2	Area B as per Yard Duty Map

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Staff must wear a provided safety/hi-visibility vest whilst on yard duty. Safety/hi-visibility vests are stored in the ES office. Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

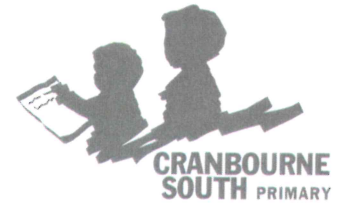
During yard duty, supervising staff must:

- methodically move around the designated zone
- 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 our school's *Student Engagement and Inclusion Policy*.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in the FYI books
- if being relieved of their yard duty shift by another staff member 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 rostered staff member is unable to conduct yard duty at the designated time, they should contact the Daily Organiser with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the rostered staff member needs to leave yard duty during the allocated time, they should contact the Daily Organiser but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a 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 replacement staff member has arrived.



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Should students require assistance during recess or lunchtime, they are encouraged to speak to the rostered 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 first contact 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.

Resources

- [Camps Policy](#)
- [Child Safe Standards](#)
- [Duty of Care](#)
- [Excursions Policy](#)
- [First Aid Policy](#)
- [Student engagement and inclusion policy](#)
- [Supervision](#)
- [Visitors in Schools](#)

Evaluation

This policy will be reviewed as part of DET Recommended review cycle.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School, on Wednesday, 20th February 2019.

Signed.....
School Council President

Signed.....
Principal