



# **DONVALE 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 Donvale 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.

#### Before and after school

Donvale Primary School grounds are formally supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff may not be available to supervise students.

Before and after school, school staff will be available to supervise the junior Tiger turf area and senior basketball courts until the times indicated above.

Parents and carers should not allow their children to attend Donvale Primary School outside of these hours. Families will be encouraged to contact the General Office on 9842 3372 or refer to [OSHClub](#) 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 needed)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

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

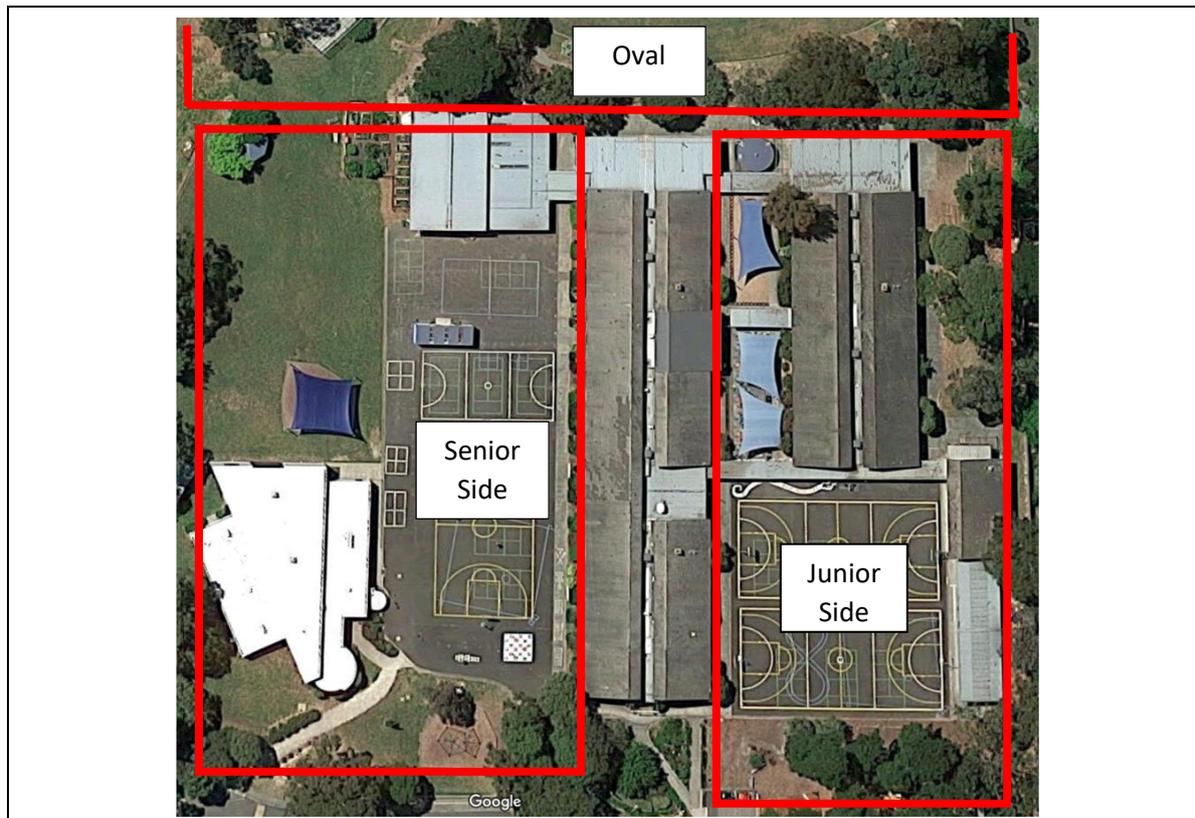
### Yard duty

All staff at Donvale 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 Donvale Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are as follows:

<b>Zone</b>	<b>Area</b>
Zone 1	Junior Side
Zone 2	Senior Side
Zone 3	Oval



### **Yard duty equipment**

School staff must:

- wear a safety/hi-vis vest whilst on yard duty. Every staff member has a Safety/hi-vis vest allocated to them, and this vest is stored in their classroom.
- carry the yard duty first aid bag at all times during supervision. Every staff member has a yard duty first aid bag assigned to them and these are kept in the teacher's classroom. This first aid bag contains student health and safety information which is updated on a need's basis. All first aid supplies are replenished as required by the school's First Aid Officer.
- carry a mobile phone with them whilst on yard duty, in case of an emergency.

### **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
- 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 Wellbeing policy.

- ensure that students who require first aid assistance receive it as soon as practicable
- 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.

If the supervising staff member is unable to conduct yard duty at the designated time, they should **try to** swap their yard duty with another staff member, and/or 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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should call the Assistant Principal 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.

### Wet Day Supervision

In the event of inclement weather, the students will stay inside their classrooms and participate in quiet activities. The three teachers timetabled for supervision in the three outside zones on that particular day will now each supervise the students in either the Junior, Middle or Senior buildings. This supervision may also take place on days of extreme heat or wind.

### 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 adjoining classroom's teacher for assistance. If the adjoining classroom teacher is unavailable to assist, the teacher should 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.

## Digital devices and virtual classroom

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

Donvale 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 a classroom by staff who are rostered on for the day.

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 must adhere to the guidelines in the school's Digital Learning Policy whilst online. This includes having videos on at all times during meetings.

## 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
- Link included in our staff handbook and available in our CRT handbook
- Included as a reference in our school newsletter 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	October 2021
Approved by	Principal
Next scheduled review date	October 2022

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