YARD DUTY SUPERVISION POLICY (STAFF)

Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Auburn South 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

Auburn South Primary School's grounds are supervised by school staff from 8:45 am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

From 8:45 am - 9am and 3:30pm - 3:45pm, school staff will be available to supervise the Burgess Street and Tooronga Road entrances and exits and also the main quadrangle. Even though school staff are supervising, ultimate supervision is with the child's parent/carer.

Parents and carers should not allow their children to attend Auburn South Primary School unsupervised outside of these hours.

Families are encouraged to contact Camp Australia 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 parents of supervision requirements before school and request alternative arrangements
- 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.

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

Yard duty

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

The staff member responsible for timetabling is responsible for preparing and communicating the yard duty roster on a regular basis. At Auburn South 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:

Before & After School (8:45 am - 9am and 3:30pm - 3:45pm)	**Recess & Lunchtime**
Area 1: Tooronga Road Playground/Entrance	Area 1: Tooronga Road Playground
Area 2: Quadrangle	Area 2: Quadrangle/Sandpit/Mud Kitchen
Area 3: Burgess Street Entrance	Area 3: Junior Playground
	Area 4: Gaga Pit & COLA
	Area 5: Synthetic Court & Oval

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Each staff member will be provided with a safety/hi-vis vest, and spares are to be stored next to the first aid room.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored next to the first aid room.

- Be familiar with the yard duty pack containing student health and safety information stored in the yard duty first aid bag.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

Yard duty responsibilities

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 ensuring active supervision of all students
- 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
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- reinforce and support students in making positive behavioural choices and intervene proactively and appropriately when there are breaches of safety rules, in accordance with the school's Student Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents on Xuno

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 staff member responsible for timetabling 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 school office, and 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 staffroom 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 first contact the teacher next door (or in closest proximity) 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

Auburn South Primary School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Auburn South 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 by an onsite teacher who may be facilitating a virtual incursion or workshop.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disabilities 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
- Made available in hard copy from school administration upon request

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	August 2024
Approved by	Principal
Next scheduled review date	August 2026

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