



Yarrunga
Primary
School

YARD DUTY AND SUPERVISION POLICY

PURPOSE

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

SCOPE

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 Yarrunga 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

Yarrunga Primary School's grounds are supervised by school staff from 8:45am until 3:25pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Yarrunga Primary School outside of these hours. Families are encouraged to contact the Business Manager on 5721 2682 for more information about the before and after school care facilities available to our school community, specifically the program at Our Lady's Primary School.

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
- 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.

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

Yard duty

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

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

The designated yard duty areas for our school ensure two staff members supervise the yard at all times.

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staff room. Staff are also required to carry a Bum-Bag with incidental materials and a booklet for recording behavioural issues.

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 to ensure that all areas are observed as regularly as is practicable
- 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 in the Yard Duty Bum-Bag Book
- 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 ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact a member of staff 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 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 must ensure there is another staff member in 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 activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy was last updated on March 14th 2020, and is scheduled for review in March, 2021. This policy will also be updated if significant changes are made to school grounds that require a revision of Yarrunga Primary School's Yard Duty and Supervision Policy.

Sample Yard Duty Roster:

	Monday	Tuesday	Wednesday	Thursday	Friday
	Concrete – Oval	Concrete – Oval	Concrete – Oval	Concrete – Oval	Concrete – Oval
Before School	Michael - Rachel	Michael - Rachel	Michael - Cass	Michael - Bec	Michael - Viv
First Half Recess	Matt R - Megan	Fran - Angela	Matt R - Angela	Matt R - Fran	Fran - Angela
Second Half Recess	Judy - Naomi	Judy - Naomi	Michael - Naomi	Michael - Megan	Judy - Michael
First Half Lunch	Viv - Bec	Megan - Cass	Melissa - Viv	Melissa - Cass	Melissa - Viv
Second Half Lunch	Robyn - Matt L	Danielle - Bec	Danielle - Robyn	Danielle - Matt L	Robyn - Matt L
After School Crossing - Bikes	Matt L - Megan	Naomi - Cass	Melissa - Danielle	Matt R - Bec	Robyn - Angela
Withdrawal Recess	Angela	Matt R	Fran	Judy	Naomi
Withdrawal Lunch	Melissa	Robyn	Matt L	Viv	Danielle
After School Care	Judy	Michael	Fran	Michael	Fran

2020 Yard Duty Timetable – Term One

