

# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help understanding the information in this policy please contact Port Phillip Specialist School

On (03) 96460855

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Port Phillip Specialist 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**

Port Phillip Specialist School is supervised by school staff from 8.45 am until 3.10 pm. Outside of these hours, school staff will not be available to supervise students.

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; and
- 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; or
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

## Mees Buses

The school buses arrive from 8.45 – 9.00 am. The bus line staff supervise students until their arrival at school where they are met by Port Phillip Specialist School staff and supported to independently as possible transition to their classrooms. At 3.00 pm the bus services transport students to travel home.

## Independent travellers

All independent travellers are to be given written consent by their parent/carer. Port Phillip Specialist School staff are not responsible for students travelling to and from school. Once students reach the school grounds students are expected to walk straight to their classroom.

Parents and carers should not allow their children to attend Port Phillip Specialist School outside of supervision hours.

## Yard Duty

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

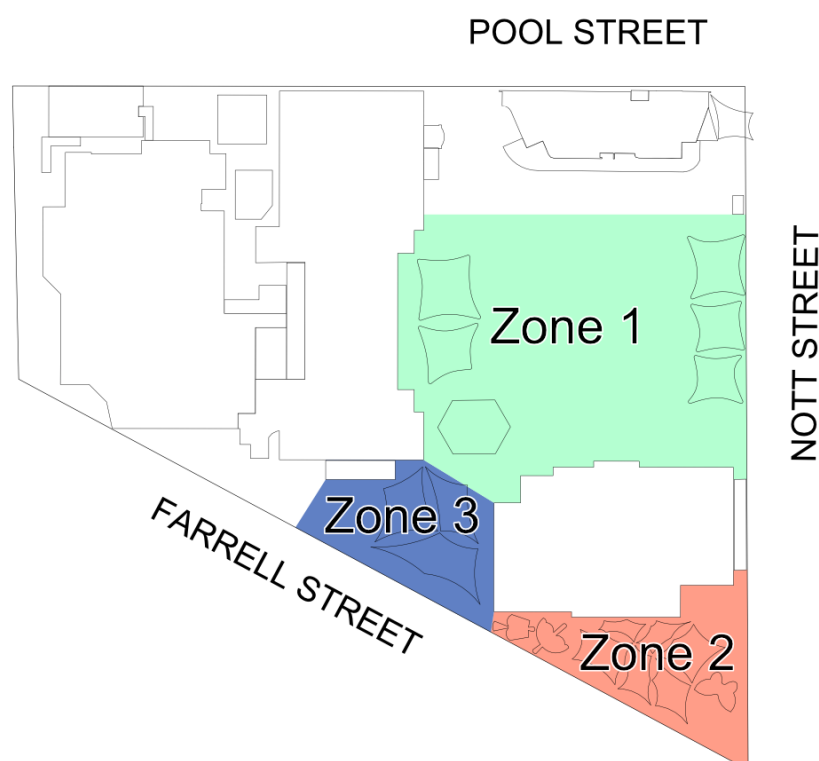
The principal nominee (daily organiser) is responsible for preparing and communicating the yard duty roster on a regular basis. At Port Phillip Specialist School - staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school can be seen on the yard duty roster that is distributed to all staff each term, is up in a visible location and is available upon request.

## Yard duty zones

The designated yard duty areas for our school are:

Zone	Area
Zone 1	Senior Yard
Zone 2	Junior Yard
Zone 3	Peppercorn Yard



## **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in classrooms
- be familiar with the location of the yard duty first aid bag stored at the entrance of the junior and senior and peppercorn playgrounds.
- be familiar with the yard duty information pack containing student health and safety information stored in the general office.

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 area and are required to move in a clockwise or anticlockwise position, to ensure that all areas are within line of sight to at least one-yard duty staff member at a time
- 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 the 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 on Compass.

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 daily organiser 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 a leader 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/calling for the individual 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 and educational support officers are 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 call leading teacher for assistance and inform the classroom teacher in the next classroom. 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 special 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**

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

Port Phillip Specialist School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on the school site. In these cases, students will be supervised.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored via arrangements made by our School via communications on Sentral
- any well-being 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 requiring additional supervision support**

Sometimes students will require additional supervision, such as students with a 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
- 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

- 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

<b>Date last reviewed</b>	June 2023
<b>Approved By</b>	Principal
<b>Next scheduled review date</b>	June 2025 – to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter.