

SCHOOL OPERATIONS AND STUDENT ADMINISTRATION

Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact school office to arrange the assistance of one of our multicultural education aides (MEA's) [Heights Campus (03 9546 3799) or Springvale Campus (03) 9546 9604].

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Springvale Rise Primary School, including education support staff, casual relief teachers and visiting teachers. It includes all teachers from the Noble Park English School (NPELS), Springvale Campus.

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

Springvale Rise Primary School's grounds are supervised by school staff from 8:45am - 9:00am before school and from 3:30pm – 3:45pm after school. Outside of these hours, school staff will not be available to supervise students.

Springvale Rise Primary School will regularly inform parents/ carers of the precise times during which the school's grounds will be monitored via our school newsletter.

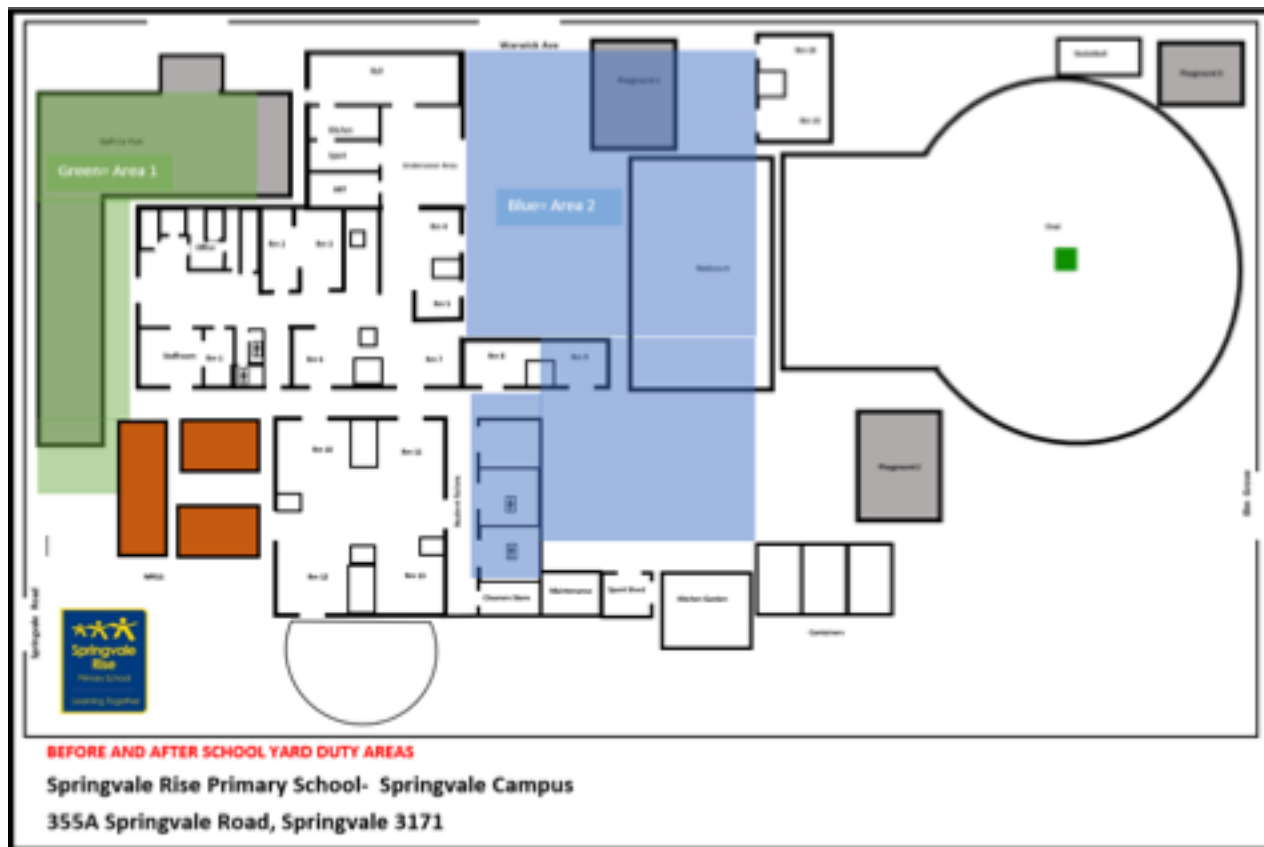
Students attending Breakfast Club will be supervised from 8:30am in the designated area.

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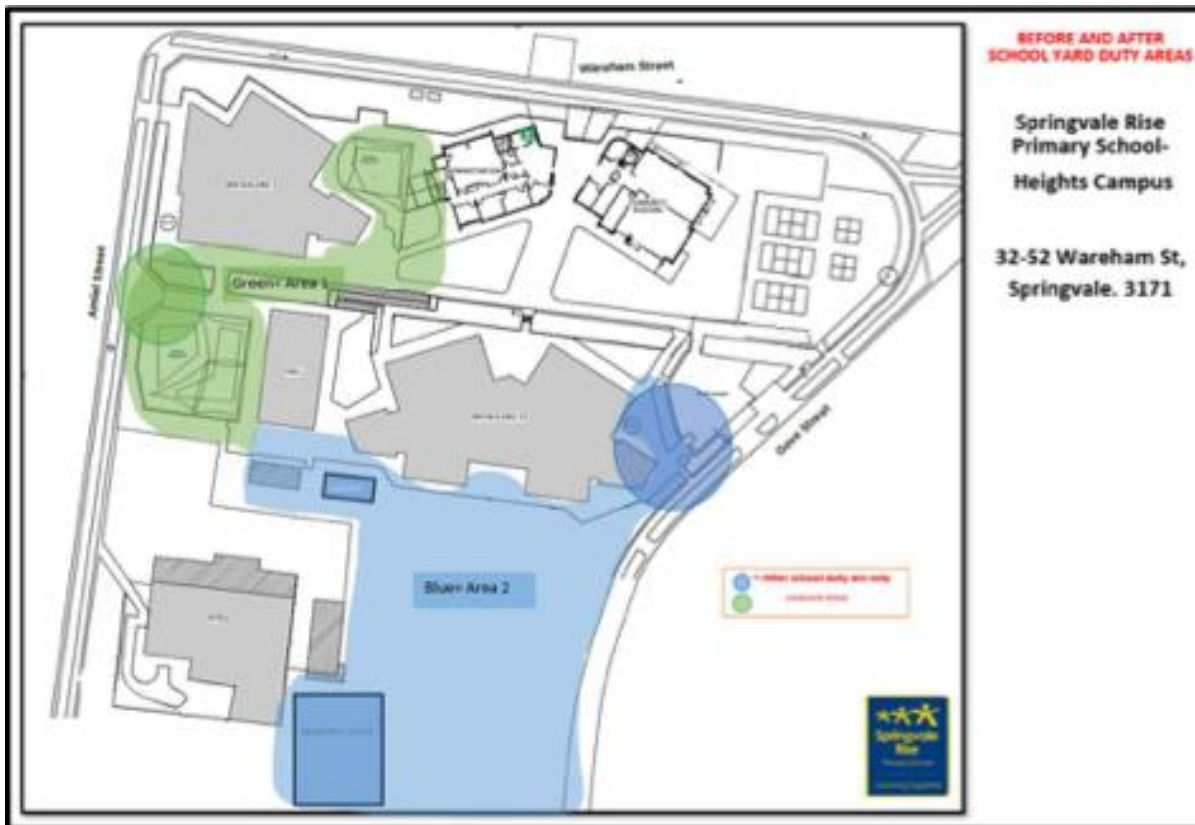


During before and after school duty times, two school staff members will be available to supervise the premises. These two duty areas are clearly defined as:

Springvale Campus		Heights Campus	
Area 1	Front of school, staff carpark	Area 1	Area between BER buildings, FLC/JLC & MLC/SLC playgrounds. <i>After School: includes Amiel Street exit gate area only.</i>
Area 2	Back of school, Warwick Ave gate, Breakfast Club	Area 2	Oval, basketball court, sand pit and toilet area. <i>After School: includes Gove Street exit gate area only.</i>



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Parents and carers should not allow their children to attend Springvale Rise Primary School outside of these hours. Families are

encouraged to contact the office [Heights Campus: (03) 9546 3799 or Springvale Campus: (03) 9546 9604] to speak with the Assistant Principal regarding 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 student will be directed to wait in the school office and the Assistant 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 student will be directed to wait in the school office and the Assistant 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.

Yard duty

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

The Assistant Principal, or nominated staff member, is responsible for preparing and communicating the yard duty roster on a regular basis. At Springvale Rise Primary School, school staff will be designated a specific yard duty area to supervise.

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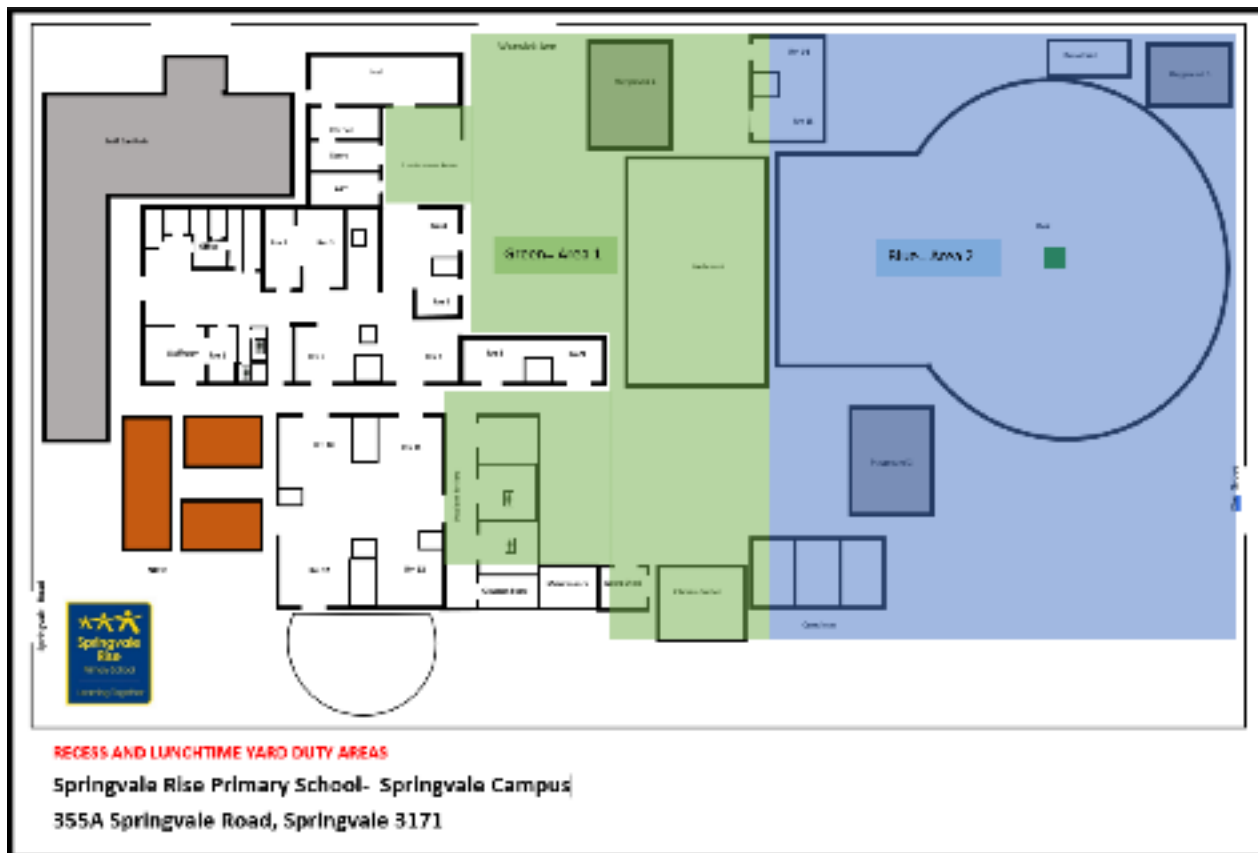
The designated yard duty times for before and after school as well as during recess and lunchtime are:

	Before school	Recess 1 st half	Recess 2 nd half	Lunch 1 st half	Lunch 2 nd half	After school
Area	8:45-9:00	11:00-11:15	11:15-11:30	1:40-2:00	2:00-2:30	3:30-3:45
1						
2						

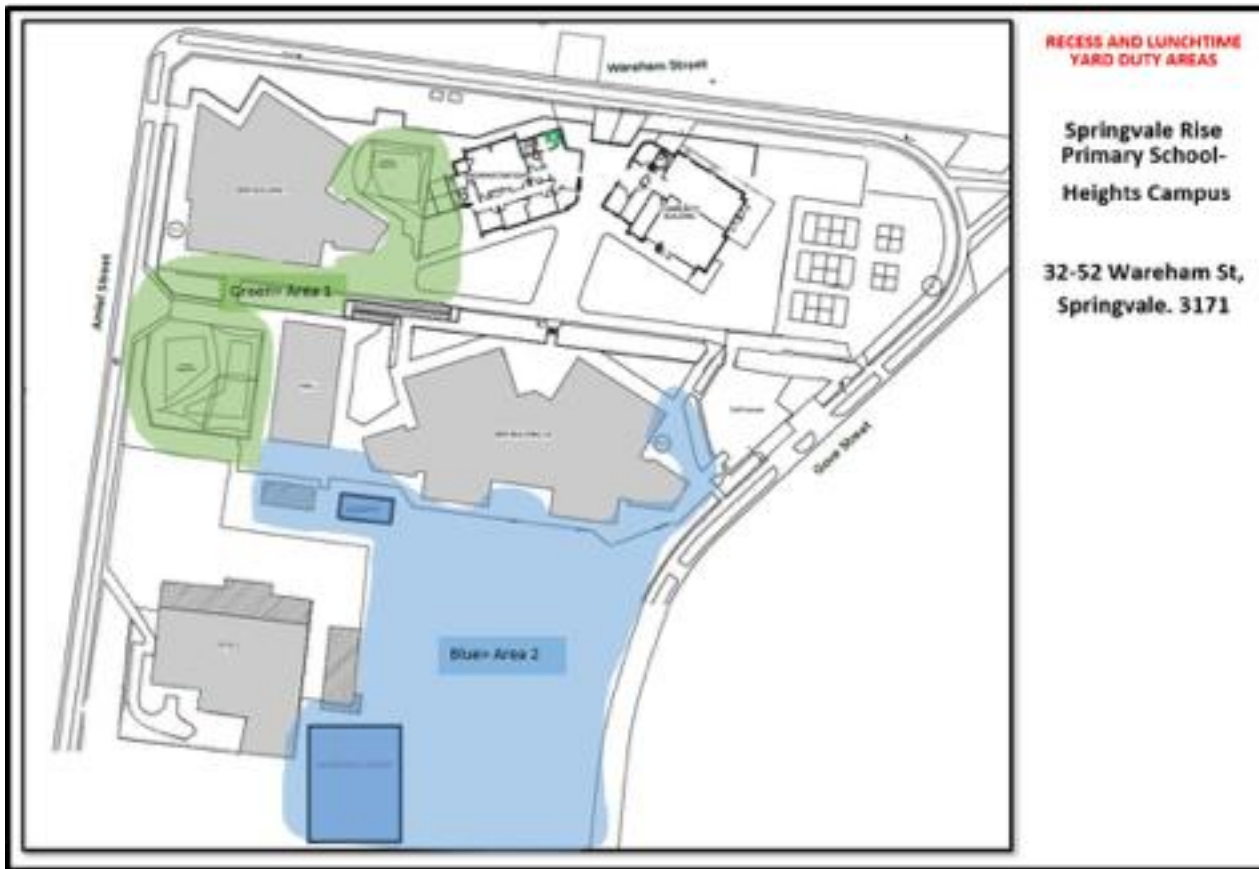
Yard duty zones

The designated yard duty areas for our school during recess and lunchtime breaks (as of Term 2, 2021) are:

Springvale Campus		Heights Campus	
Area 1	Asphalt, FLC & JLC playground, sandpit, basketball courts, toilets	Area 1	FLC/JLC & MLC/SLC playgrounds
Area 2	Oval, MLC & SLC playground and sandpit	Area 2	Oval, basketball court, area behind the senior building and the toilets



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Yard duty equipment

Permanent teaching staff must carry their mobile phones throughout their duty. It is recommended that all staff have the school office number, as well as their Assistant Principal's mobile saved on their phone for quick access. School staff must wear a provided hi-visibility vest and carry a first aid bag whilst on yard duty.

Hi-vis vests and first aid bags are stored in the following location:

- Springvale Campus: in the main corridor, opposite Room 2, next to the exit/entry doors.
- Heights Campus: in the school office, next to the exit/entry doors.

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 staff member.

During yard duty, supervising school staff must:

- be punctual for yard duty and yard duty change over
- methodically move around the designated zone ensuring active supervision of all students

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- 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
- avoid putting their back to large area, during for example, conversations with students
- practise positioning themselves in locations that enable them the largest outlook of their designated area
- ensure students remain in their designated year level zones
- 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 Wellbeing and Engagement policy and Bullying Prevention 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 or EduSAFE) and follow up with specific staff (eg. Classroom teacher, SSTL, and/or Assistant Principals)
- follow up behavioural incidents with the student and inform relevant staff (eg. Classroom teacher, SSTL, and/or Assistant Principals) and record on Compass
- carry the first aid bag and avoid allowing students to hold the bag
- only employ either MLC or SLC students to return the yard duty bag at the end of a duty and only where it is not practicable for the teacher to do so because they have a class directly after the duty.

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 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 or send a message to the office 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.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. See *Duty of Care policy* for further details.

Students must not be left in the care of volunteers, student teachers, educational support personal, multicultural aids, or external providers (during incursions or excursions).

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their teaching buddy or SSTL for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

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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

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

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.

Casual Relief Teachers (CRTs)

CRTs will be assigned yard duty by the Assistant Principal, or their delegate, via the organisation of the Daily Bulletin. The first priority will be to cover any absent teachers' duties for the day. If there are no yard duties to be covered the CRT may be assigned to release another teacher from yard duty.

CRTs will do at least one yard duty each day they are working unless they are replacing a teacher for more than a single day. For longer periods of cover, they will do the yard duty for the teacher that they have been hired to replace.

A roster will be used to track yard duties covered and to ensure equity for staff.

CRT must follow the same yard duties procedures as any other permanent member of staff. If they do not have a mobile phone, a walkie talkie will be made available for them at the office.

Eating Time

As a rule, it is the teacher who is teaching the class directly before eating time (both for snack and lunch) to supervise students during their eating break. The exception to this is when the staff member taking the class has yard duty from 2:00-2:30pm.

As staff are entitled to a 30-minute uninterrupted break during the day:

- Staff on the 2nd half yard duty are entitled to be released from 1:30pm to ensure that they have 30 minutes for lunch. It is the responsibility of the staff member to ensure they are released.

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- Any staff without a teaching 'buddy' to cover them should let the Assistant Principal know so that arrangements can be made to cover them.

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
- 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](#)
 - [School Based Apprenticeships and Traineeships](#)
 - [School Community Work](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Approved by	Debbie Cottier, Principal
Next scheduled review date	June 2024

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