

## YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact [glen.iris.ps@education.vic.gov.au](mailto:glen.iris.ps@education.vic.gov.au)

### 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 Glen Iris 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

Glen Iris Primary School's grounds are supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff will not be available to supervise students. Glen Iris Primary School will regularly inform parents/carers of the precise times during which the school's grounds will be monitored via the school newsletter each term.

Before and after school, school staff will be available to supervise the school oval in zone 3 and prep area located at near the Multi purpose room/zone 1 (reference- map)

Parents and carers should not allow their children to attend Glen Iris Primary School outside of these hours. Families are encouraged to contact Team Kids on 1300 035 000 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 the out of school hours care program (if available)
- 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 for before or after school supervision must follow the processes outlined below.

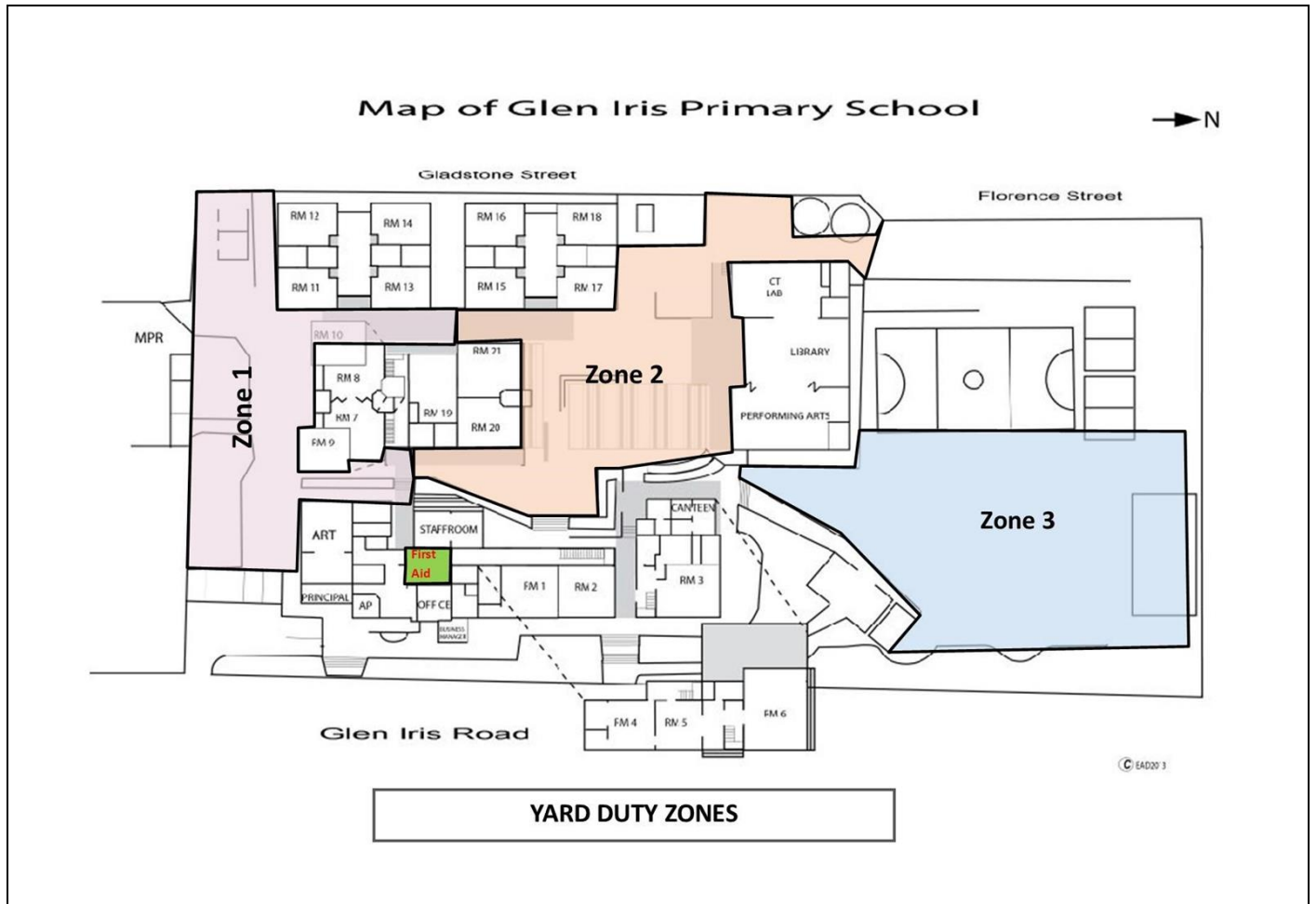
### Yard duty

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

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

The designated yard duty areas for our school are:

<b>Zone</b>	<b>Area</b>
Zone 1	Prep Area
Zone 2	Coloured squares
Zone 3	Oval
Zone 4	First Aid Room



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored behind the staffroom door. Staff must also carry a first aid bag which is located behind the staffroom door.

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
- ensure the oval roster, if in place, is being followed
- 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
- when dealing with issues between two or more students please use Restorative Practice to settle the issue.
- ensure that students who require first aid assistance receive it as soon as practicable

- log any incidents or near misses as appropriate in the GIPS Log book located in the first aid bag.
- 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 roster nominated person with as much notice as practicably 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 roster nominated person 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 contact the Assistant Principal and not leave the designated area until a replacement staff member has arrived.

Students who require assistance during recess or lunchtime 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 at any time during a lesson, they should first contact their teaching partner or the assistant principal/principal. 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 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

- the Department’s Policy and Advisory Library:
  - [Duty of Care](#)
  - [Child Safe Policy](#)
  - [Visitors in Schools](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2023
Consultation	August 2023
Approved by	Principal
Next scheduled review date	August 2025