

# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

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

**Phone:** 03 9429 2950

**Email:** [richmond.west.ps@education.vic.gov.au](mailto:richmond.west.ps@education.vic.gov.au)

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Richmond West Primary School, including education support staff, casual relief teachers and visiting teachers.

## POLICY IMPLEMENTATION

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.

### Before School and After School

At Richmond West Primary School, supervision at the beginning of the school day will commence at 8.45am. This supervision will include supervision of students arriving at school and while playing in the school grounds prior to the commencement of the school day at 9.00am.

Supervision at the end of the school day will be provided from 3.30pm until 3.45pm. This supervision will include monitoring the safe departure of students from the school by car, bike, walking or contract bus.

Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through our school website and regular reminders in our newsletter that they should not allow their children to attend Richmond West Primary School outside of these hours. Families will be encouraged to contact or refer to the links below for more information about the before and after school care facilities available to our school community.

**Breakfast Club:** 7.15am – 8.45am Monday – Friday

Phone: 0439 483 634 between 7-11am - Monday to Friday.

Email: [simone.taylor@education.vic.gov.au](mailto:simone.taylor@education.vic.gov.au) or call

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**After School Hours Care:** from 3:30pm-6:00pm each day

Phone: (03) 9205 5555.

City of Yarra Website

Note: An enrolment form can be found on our school website.

Students must be supervised for a minimum of 10 minutes before and after school.

This supervision may include some or all of the following:

- Monitoring of entry or exit points and/or designated pick up and drop off areas
- Supervision of the arrival and departure of school contract buses
- Yard supervision
- Classroom supervision

Students and parents are accountable for very early arrival and late departures from the school grounds.

If a parent, guardian and carer (or other authorised person) drops off or otherwise arranges for a student to be on the school premises before supervision commences at the beginning of the day, the principal will, as soon as practicable, follow up with the parent, guardian and carer to:

- advise of the supervision arrangements before school, and
- request that the parent, guardian or carer make alternate arrangements.

If a parent, guardian or carer (or other authorised person) has failed to collect the student after school, the next steps may include some or all of the following:

- Attempting to contact the parents, guardians or carers
- Attempting to contact the emergency contacts
- Placing the student in the out of school hours care program (if appropriate)
- Contacting the Victoria Police and/or the Department of Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

## Yard duty

All staff at Richmond West Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. The Principal is responsible for ensuring that students are adequately supervised during recess and lunch. This will usually involve designating areas in the yard and developing a roster for staff to supervise students in the designated area for the time indicated in the roster. At Richmond West Primary School, the Assistant Principal or their delegate is responsible for preparing and communicating the yard duty roster on a regular basis. At Richmond West Primary School, school staff will be designated a specific yard duty area to supervise.

## Bell Times - Recess and Lunch

11.05-11.18 (short bell will ring)

11.18-11.30

1.45-2.00

2.00-2.30

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## Yard Duty Responsibilities

Teachers who are rostered for duty are responsible for remaining in the designated area until the end of the break period, or until replaced by a relieving teacher, whichever is applicable.

During yard duty, supervising school staff must comply with the following:

- If the designated area is large in size, teachers are expected to methodically move around the area rather than remain static in the one position. This increases the ability to appropriately monitor student activity;
- Be alert and vigilant;
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard;
- Enforce behaviour 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.

Note:

- If the supervising teacher is unable to conduct yard duty at the designated time, he or she should contact the Assistant Principal to ensure that alternative arrangements are made;
- If the supervising teacher needs to leave yard duty during the allocated time, he or she should contact the Assistant Principal, but should not leave the designated area until the relieving teacher has arrived in the designated area;
- If a relieving teacher does not arrive for yard duty, the teacher currently on duty should send a message to the office, but not leave the designated area until a relieving teacher has arrived in the designated area.

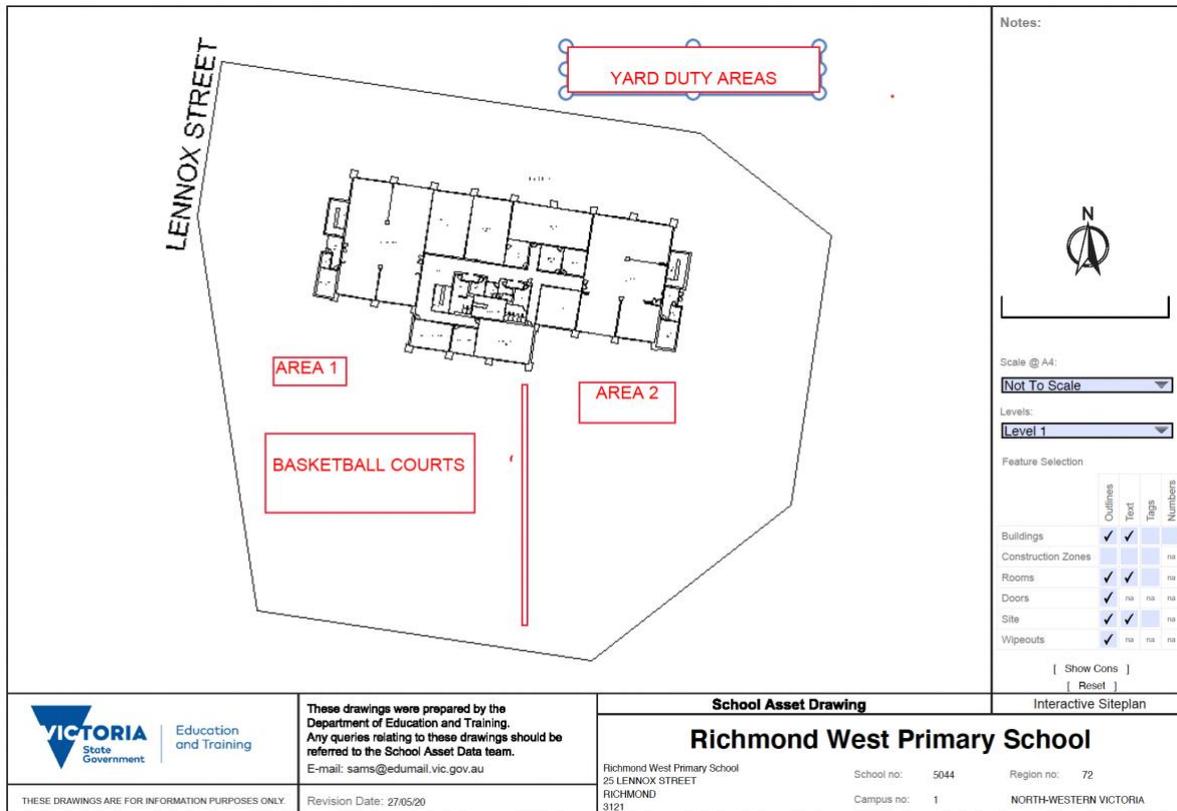
## Yard duty zones

At Richmond West Primary School, school staff will be designated a specific yard duty area to supervise. The designated yard duty areas are sectioned into two areas – East and West

The designated yard duty areas for our school as at Term 1, 2022 are:

Area	Zone
Area 1	<b>East</b> - The eastern end of the playground includes junior playground, climbing frame area and around the back of the school including the kitchen garden and passive play area,
Area 2	<b>West</b> - The west end of the playground includes the soccer field, basketball courts and the toilets and undercover area in front of the toilets

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## Yard duty equipment

School staff at Richmond West Primary School must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in classrooms or available at the front office for CRTs
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in foyer cupboard
- Be familiar with student health and safety information relating to individual student health and safety
- Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

## Classroom

- The classroom teacher has ultimate responsibility for the supervision of all students in their care
- This duty cannot be delegated to external education providers, parents or trainee teachers
- In addition, no student should be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal from the classroom is only to occur in accordance with the school's *Student Engagement and Wellbeing Policy*.

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- If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should contact administration staff to request assistance. The teacher should then wait until alternate supervision is being provided prior to leaving the classroom.

## School activities, camps and excursions

The Principal and school leadership 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. Please see *Camps and Excursions Policy* for more detail.

## Digital devices and virtual classroom

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

Richmond West 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 in common areas eg learning areas or library.

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

- Staff will monitor student attendance daily for every class
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes

Refer to our *Digital Learning Policy*, *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 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 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 of Education (DET)

## Late arrival or early departure

No students will be sent home on their own outside of normal dismissal time. No parents/carers are permitted to take students directly from the classroom. Students can only be collected by a responsible person 16 years and over.

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The school must receive written permission from a parent/carer before the school will authorise a student to be dismissed during school hours.

The Principal will ensure that the school has a procedure in place for the safe collection and drop off of students at school during school hours (eg late arrival or an early departure). This will include a record of the date and time, the reason for the late arrival or early departure, and the person who has authorised the late arrival or early departure. Students will be only permitted to leave the school premises under the supervision of a parent, or another person authorised by parents to collect the student.

## **At Richmond West Primary School, the procedure is as follows:**

- The exiting of students during the school day requires an official 'sign out' in order to track those who are on and off the premises for emergency and security purposes;
- Parent or another person authorised by the parent/carer signs out the student(s) at the general office by completing a yellow 'Early Release from School' form;
- Office staff record the early departure and reason for early departure on the school's Reporting System;
- Parent/Carer or person authorised to pick student(s) up from school early, take the yellow 'Early Release from School' form to the classroom and hand the form to the teacher;
- Student(s) leave the school with their parent/carer or the authorised person.
- If the person collecting the student is unknown to school staff, school staff will request photo identification to verify the person's identity;
- When a student departs from the school (following initial attendance) without authorisation, the student's parent/guardian will be informed immediately.

## **Parents, guardians and carers are also encouraged to:**

- Make appropriate arrangements for the transport, care and supervision of students travelling to and from school, and before and after school.
- Comply with late arrival and early departure policies and other school based policies.
- Drop off/pick up their children before and after the school bell at the start and end of days.
- Complete the drop off up until bell time at 9.00am and then exit the school yard by 9:10am.
- Report to the office if entering (or staying in) the school grounds after 9:10am and before 3:10pm in order to sign in as a Visitor's using V-Pass and collect a Visitor's Tag.
- Refrain from being within sight of students in classrooms immediately after drop-off and immediately before pick-up as this may cause distraction from their learning.
- Refrain from talking to staff during class times, which run from 9.00am to 3:25pm, unless an official appointment has been made via prior communication with that staff member.
- If collecting their child during class times, all parents are required to approach the Administration Office to request and sign their child out and not go directly to their child's class in order to collect them.

## **COMMUNICATION**

# YARD DUTY AND SUPERVISION POLICY



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
- Available publicly on our school's website and communications platform (COMPASS)
- Included in our staff handbook
- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request
- Included in our parent handbook (Applicable sections)

## FURTHER INFORMATION

### RELATED SCHOOL POLICIES

- Camps and Excursions Policy
- Child Safety Policy
- Child Safe Risk Register
- Child Safety Responding and Reporting Policy
- Digital Learning Policy
- Parental Responsibilities Policy
- Photographing and Filming of Students Policy
- Student Engagement and Wellbeing Policy

### OTHER RESOURCES AND REFERENCES

Further information about supervision responsibility can be found in the Department's Policy and Advisory Library (PAL) at the following links:

- [Supervision of Students](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Excursions](#)

### POLICY REVIEW AND APPROVAL

This policy will be reviewed as part of the school's review cycle, or if DET guidelines change.

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

Policy last reviewed	February 2022
Approved by	Principal
Consultation	N/A
Next scheduled review date	February 2023