



# YARD DUTY AND SUPERVISION POLICY

## ARMADALE PRIMARY SCHOOL

### 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 Armadale 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**

Armadale Primary School's grounds are supervised by school staff from 8:45am until 9:00am and 3:30pm until 3:45pm. Outside of these hours, school staff are not available to supervise students.

Before and after school, school staff will be available to supervise Area One and Area Two according to Yard Duty Map. The school gates at both Densham Rd and Northcote Rd as well as Kiss and Go areas will not be supervised during these times.

Parents and carers should not allow their children to attend Armadale Primary School outside of these hours. Families are encouraged to contact Outside Of School Hours Care on 9822 4912 or refer to <http://www.armadaleps.vic.edu.au/page/117> 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 take the student to Out of School Hours Care (if registered) (if not student will remain in the office until the 8:45am bell) and, 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 in future.

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
- place the student in an out of school hours care program (if available and registered)
- 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 Armadale Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

The designated yard duty areas for our school (as at Term 1, 2019) are:

<b>Zone</b>	<b>Area</b>
Area 1	Courts, MPC, Fairfax, Picnic area, play equipment and Fairfax Circle
Area 2	Play equipment, Quadrangle, Dome, Habitat Garden and Nature Garden



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored outside the staffroom.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

Staff on yard duty must carry a First Aid Bag and a Folder containing allergy information and document for recording incidents.

During yard duty, supervising staff must:

- methodically move around the designated zone during recess and at lunch time ensure you are moving around Area 1 and Area 2
- be alert and vigilant

- intervene appropriately 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 in the Yard Duty Book and on Edusafe
- 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 Assistant Principal or nominee 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 or nominee 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 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. Yard duty teachers are to (where necessary and should an issue not be resolved immediately) send students to the designated "Thinking Time" area, where they can draw or write down the incident. Then, students return to the teacher to clarify the situation and possible solutions.

## **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 should first contact the teacher in the closest room for assistance and if they are unavailable, contact the office. 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. 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 02/05/2019 and is scheduled for review on 02/05/2021. This policy will also be updated if significant changes are made to school grounds that require a revision of Armadale Primary Schools Yard Duty and Supervision Policy.