

Skye Primary School
395 Ballarto Road,
Skye 3977

Yard Duty and Supervision



Policy 2022



Help for non-English speakers

If you need help to understand the information in this policy, please contact Skye Primary School via phone 03 9786 1555 or email skye.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 Skye Primary 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.

Before and after school

Skye Primary School's grounds are supervised by school staff from 08.45 am until 3.20pm Outside of these hours, school staff will not be available to supervise students.

After school, staff will supervise the school oval, bike shed and back entrance of the school.

Parents and carers will be advised through Sentral about before and after school supervision also a notification on our school website, regular reminders in our newsletter, that they should not allow their children to attend Skye Primary School outside of these hours.

Families will be encouraged to contact Camp Australia on 1300 105 343 or refer to www.campastralia.com.au 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 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

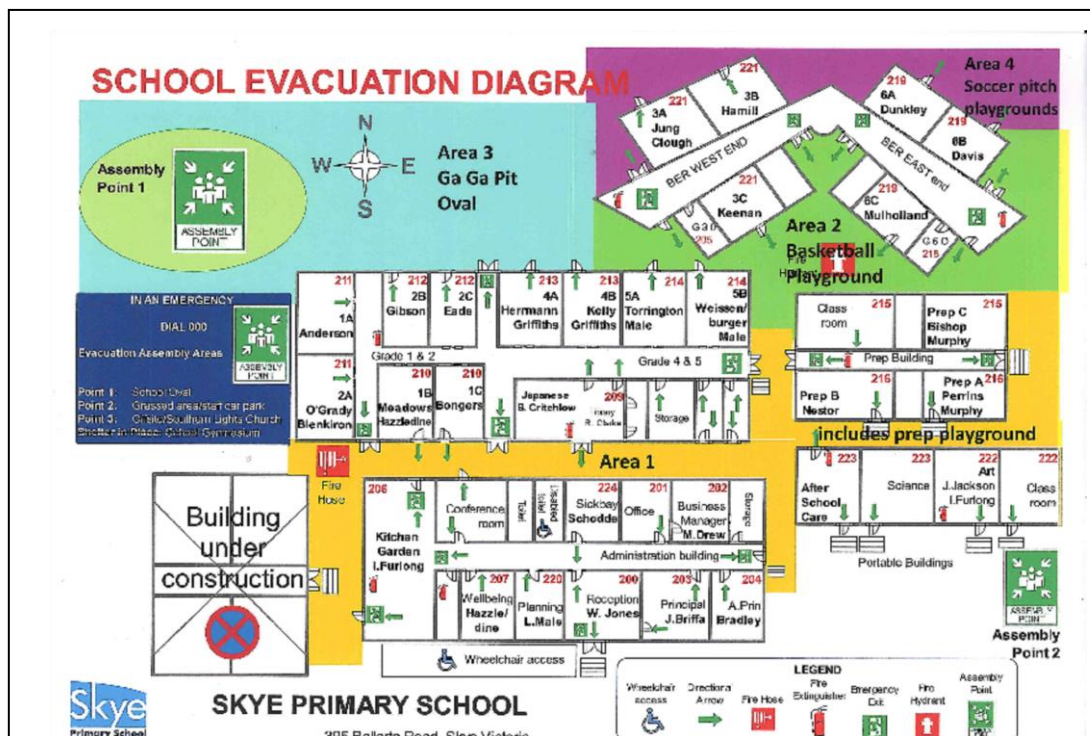
All staff at Skye Primary School are expected to assist with yard duty and supervision and will be included in the weekly roster.

The Assistant Principal – Cherie Bradley is responsible for preparing and communicating the yard duty and supervision roster on a regular basis. At Skye Primary School, teacher’s and education support staff will be designated a specific yard duty area to supervise OR a specific child to supervise whilst in the yard.

Yard duty zones

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

Yard duty zone	Area
Zone 1	Sails area, Prep playground, flagpole, buddy bench and chicken coop
Zone 2	Grade 1-2 playground, blue basketball court, fake grass area of BER building, grassed area outside grade 5 classrooms
Zone 3	Oval area, GaGa pit, concrete areas outside grade 2 classrooms, footpath down to bike shed
Zone 4	Grade 3-6 playground, Soccer pitch, and grassed area between oval and soccer pitch



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are provided to each individual staff member and will be stored in the teacher's classroom or staff members office
- carry their yard duty first aid bum bag at all times during supervision. Each staff member has their own yard duty first aid bum bag allocated, and they are responsible for its storage
- be familiar with the yard duty information pack containing student health information attached via ring to each bum bag.

Each staff member is responsible for their yard duty equipment and storage (hi-vis vest and bum bag).

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:

- methodically move around the designated zone
- ensure students remain in their designated year level zones
- 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 policy
- ensure that students who require first aid assistance receive it as soon as practicable

- log any incidents or near misses as appropriate in Sentral.

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 – Cherie Bradley 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 Office 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 send a message/call to the office/call Assistant Principal 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the office/call Assistant Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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 school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

Digital devices and virtual classroom

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

Skye 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 include content on where students will undertake virtual and remote learning while at school e.g. the library/break out space/ administration office/Leading teacher office.

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

- student attendance will be monitored daily

- any wellbeing 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 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
- 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 and via Sentral.

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](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	14 th February 2022
Approved by	Jane Briffa - Principal
Next scheduled review date	May 2022 to include new yard duty map and new building areas if building works completed

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