

YARD DUTY AND SUPERVISION POLICY

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 Echuca East 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

Echuca East Primary School's grounds are supervised by school staff from 8:30am until 8:45am and 3:15 - 3:30pm. Outside of these hours, school staff will not be available to supervise students.

- Supervision of students is the responsibility of all staff.
- A roster system will be used to timetable staff members for yard supervision.
- Yard supervision will include before school, recess and lunch breaks, after school and bus duty.
- Parents will be informed regularly via the newsletter, website & social media that staff members are not rostered to take yard duty until 8:30am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will also be informed via the newsletter, website & social media that staff members will not be rostered to undertake yard supervision after 3:30pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. If a student is not collected, 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)
 - 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.

The yard supervision roster will basically require staff members to undertake yard duty before school, for half of lunchtime or half of recess, or after school on specific days.

Yard duty

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

The principal or nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Echuca East Primary School, school staff will be designated a specific yard duty area

Yard Duty Expectations		<ul style="list-style-type: none"> ✓ Please be out on time for your duty. ✓ Wear your vest so children can find you. ✓ We strongly encourage you to take your phone on duty with you. ✓ The other staff on duty are there to support you too. ✓ Ring 54822588 if you need additional assistance. ✓ Ring 000 if an emergency. ✓ Be proactive and interact with the children. <i>Prevention is always the best option.</i> ✓ Scan the entire space ✓ Initiate prosocial contact. ✓ Teach and reteach appropriate behaviours. ✓ Listen to the children if they come to you. ✓ If a little complex, or others involved are not close, <i>please ensure they know you will follow it up.</i> ✓ Proximity to groups congregating. <i>What is going on here?</i> ✓ Try and distract if you think something 'might' be about to start. ✓ Remember good strategies such as 'Walk with you', 'Pick up papers' ✓ Minor first aid can be done out in the yard ✓ If you issue a time-in, ensure you give the child the white copy.
PG	Junior Playground	<ul style="list-style-type: none"> ✓ Junior playground – ensure safe play ✓ Sandpit ✓ Mini basketball courts ✓ (support with the L3 playground as required)
	L3 Playground	<ul style="list-style-type: none"> ✓ Level 3 playground - ensure safe play ✓ (support with the Junior playground as required) ✓ Pathway near the chooks ✓ Toilet check (Barry St if children indicate an issue)
H	Hard Surfaces	<ul style="list-style-type: none"> ✓ Toilet blocks (Barry St & Sutton St – Check & sign each session) ✓ Chooks ✓ L3 Playground ✓ Asphalt area & Swelter Shelter ✓ Concrete paths - including Arts Centre ✓ Prep area (Sutton St) – L4 students
S	Soft Surfaces	<ul style="list-style-type: none"> ✓ Oval ✓ BACK around the sheds/tank/bins is OUT OF BOUNDS ✓ L4 playground ✓ Around the Level 3 rooms BER ✓ Junior playground
B	Blue Area	<ul style="list-style-type: none"> ✓ This is a passive space for those 'removed' or those who receive a 'time-in' during recess or lunch. ✓ Children remain seated ✓ Record those who have come during recess/lunch with a time-in slip (clip board provided) ✓ Staff to interact with the students with a focus on positive interactions. ✓ Staff model positive social skills with the students and others. ✓ Tidy up this space before leaving.

to supervise.

During yard duty, supervising staff must:

- methodically move around the designated zone
- 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 and Wellbeing* policy
- Yard duty staff members will be provided with a Yard Duty Back Pack containing basic first aid supplies, pad and pencil.
- Yard duty staff to administer basic first aid only, otherwise students are to be given a sickbay pass and sent to the office.
- log any incidents or near misses as appropriate

- 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.
- CRT's (casual relief teachers) will be responsible for the yard duty responsibilities of staff members they are replacing. Full details as to areas of yard duty supervision and time will be made available to CRTs by the Assistant Principal.

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 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/call Assistant Principal, and not leave the designated area until a replacement staff member has arrived.

Any "stranger" in the school grounds not wearing an Echuca East Primary School 'Visitors' badge (lanyard/sticker style) must be approached and asked to report to the school office.

Ensure staff and students adhere to the SunSmart Policy.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty 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 Inclusion policy.

If a teacher needs to leave the classroom unattended for a short term at any time during a lesson, he or she should contact their team teaching partner to provide supervision. If for a longer time, they must contact *Mel Price* (front office), *Lindy Burke* (Assistant Principal) or *Lyn Strachan* (Principal) for 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 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

- Echuca East Primary School Policies can be found at <https://echucaeastps.vic.edu.au/>
- the Department's Policy and Advisory Library:
 - [Supervision of Students](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy was last updated in September 2020 and is scheduled for review on September 2021. This policy will also be updated if significant changes are made to school grounds that require a revision of Echuca East Primary School's Yard Duty and Supervision Policy.