

# Yard Duty and Supervision POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact the Eagle Point Primary School reception on (03) 5156 6382 or email [eagle.point.ps@education.vic.gov.au](mailto:eagle.point.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 Eagle Point 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

### Before and after school

Eagle Point 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.

Parents will be informed regularly via the newsletter that staff members will begin yard duty supervision from 8:45am each morning. Parents are asked not to send their children to school prior to this time. Any student who arrives at school prior to 8:45am must remain in the eating areas until yard supervision begins.

Parents will also be informed via the newsletter that staff members will be rostered to take yard supervision until 3:45pm. Parents are required to make sure their children have been collected by this time. Students still in the school ground after 3:45pm will either be in the care of their parents, carers or nominee or will be required to wait at the school office and parents contacted by the supervising teacher.

The Active After School program will be held 2 times per week from 3:30pm-4:30pm for students who would like to attend.

For students who require after school care beyond 3:45pm are able to access the after-school care program at the Bairnsdale Aquatic Recreation Centre. Students can be transported via the bus service to the program.

At the conclusion of the school day, a staff member will be rostered to supervise students exiting the school grounds to board the bus. A roll must be completed marking which students boarded the bus on each day.

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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

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

The Principal or their nominated person is responsible for preparing and communicating the yard duty roster on a regular basis. At Eagle Point Primary School, teaching staff will be designated a specific yard duty area to supervise or a lunchtime program. Education Support staff may either be allocated a specific student to observe/assist, an area to supervise, roam the whole yard, assist with office duty or supervise lunchtime programs depending on the role allocated.

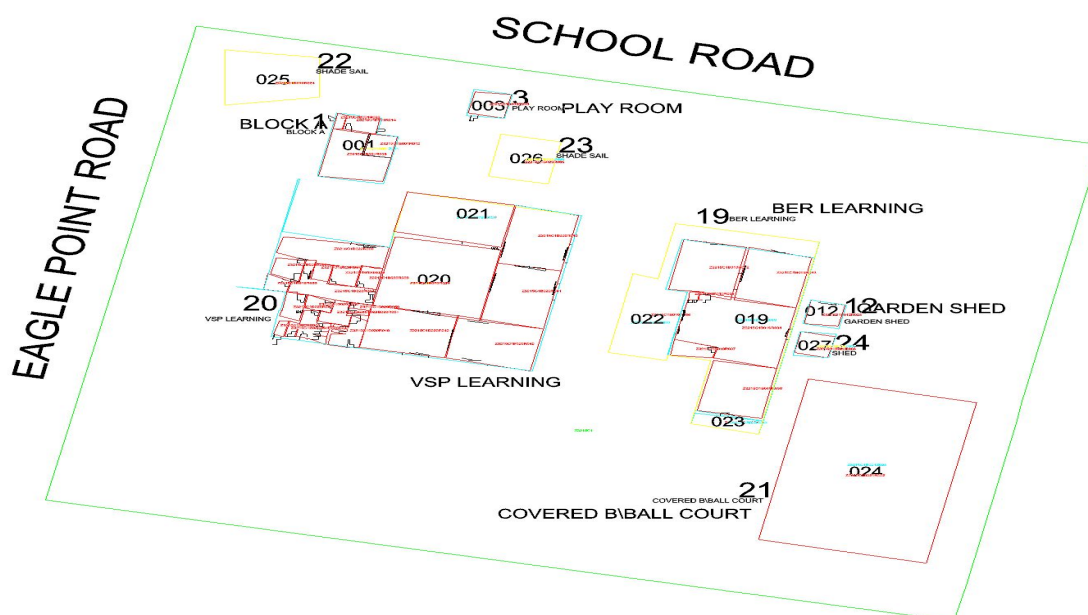
Casual Relief Teachers and Education Support staff are responsible for undertaking the yard supervision duties of the staff members they are replacing.

Staff on yard supervision must approach intruders or unknown persons in and around the school yard and also notify the office of the presence of these persons immediately.

### Yard duty zones

The designated yard duty areas for our school for the 2022 school year are:

Zone	Area
Zone 1	Oval and north side of yard including basketball courts and paddock.
Zone 2	Courtyard and South side of yard including top and bottom playgrounds.
Zone 3	Lunchtime programs



## **Yard duty equipment**

School staff must:

- wear a hat and will be provided with sunblock for the periods covered by the Sunsmart policy
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in [insert location].
- A walkie talkie tuned to channel 25

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

## **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.

Recess yard duty starts at 11:00am and concludes at 11:15am. The second rostered staff member begins at 11:15am and concludes at 11:30am when the bell rings.

Lunch time yard duty starts at 1:40pm and concludes at 2:05pm. The second rostered staff member begins at 2:05pm and concludes at 2:30pm when the bell rings.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- be alert and vigilant
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and refer them to the office
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- remind students of 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
- record any students requested to remain in the Thinking Area on the small whiteboard near the sliding staff room door, in the Strategies for Change book and also on UeducateUs

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 school leadership team/or 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 school leadership team or school principal 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 contact the office 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.

## **Values Awards**

If during recess or lunch time a student is observed exhibiting behaviours that reflect one of the School's Values; Respect, Responsibility, Care, Commitment or Inclusiveness, staff are encouraged to write out a Values Award

certificate which can be found on the side bench in the staffroom. These are then placed into the 'Gold Box' and read aloud and the student celebrated at Assembly each week.

### **Procedures for Management of Unsuccessful Behaviours in the School Yard**

There is a set procedure for managing behaviours of students when they are impacting on the play or safety of others in the yard.

When students request assistance in the yard, they are referred to use the 3-step approach as an independent strategy for resolving their own issues. There may be times such as in the case of physical violence where immediate staff intervention is required immediately.

If a student's chosen behaviour is impacting on others and students have sought assistance as part of the 3-step approach they may be asked to move to the Reflective Space. The Reflective Space is defined as the concrete area between the Junior Building Open Learning area and the Old School Building. The West boundary is the red wall and the area includes the sandpit and Chaplain's Cottage to the East.

The Reflective Space is an area for student reflection and supervised play until the student is ready to re-enter the entire school yard. It is not detention nor is a student isolated from their social contacts. All students may be in the Reflective Space at any time. Students requested to be in this space must not leave without discussing the behaviour and providing a strategy for changing behaviours.

The process for students to negotiate leaving the Thinking Space are as follows:

- A discussion will be held with the student to share the behaviour that is impacting on others or is unsafe.
- Staff requests to move the student to the Reflective Space.
- Students move to Reflective Space and reflects on behaviour and how it is impacting on others and/or themselves.
- When ready to negotiate leaving the Space, the student contacts the supervising staff member that requested they be there.
- Discussion is held between the student and staff member using WDEP model.
- Student provides a strategy which is recorded in Strategies for Change folder and on UeducateUs.
- The student is then able to resume playing in the entire school yard.

Students selecting physical violence or refusing to move to the Reflective Space will be removed from the yard to a supervised indoor space until such a time when they are able to remain safely in this area to reflect. Discussion to be held as above once a student is ready to contact staff member. Parents may be contacted to assist if required.

### **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 or Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

If a student in Grades 2, 3, 4, 5 or 6 are asked to leave a classroom, they will make their way independently to the designated space as quickly as possible. If a student in Foundation or Grade 1 are asked to exit the classroom they will be escorted and supervised by an Education Support staff member to the designated room.

### **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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

### **Digital devices and virtual classroom**

Eagle Point Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with

respect to supervision of students using digital devices.

Eagle Point 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 classrooms or the library.

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

- student attendance will be monitored when the students are logged into virtual classrooms
- 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 the office 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.

## **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](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	June 2024

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