



# SHERBOURNE PRIMARY SCHOOL

## YARD DUTY AND SUPERVISION STAFF 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 Sherbourne 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

Sherbourne Primary School's grounds are supervised by school staff from 8.40am until 3.45pm. Outside of these hours, school staff will not be available to supervise students. Parents will be regularly reminded of these hours of supervision.

Parents and carers should be mindful there is no supervision in the grounds outside of these hours for their children. Families are encouraged to contact Tiffany from the Sherbourne Out of School Hours Care program on 0434 422 304 for more information about the before and after school care facilities available to our school community.

If a student arrives at school very early 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
- 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 teachers at Sherbourne 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 Sherbourne Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school

Zone	Area
Junior	Area alongside pool entry, Area behind pool, Junior Adventure playground, Junior toilets and the Oval.
Senior	the canteen, the basketball courts, Senior toilets and the southern side of the playground towards Outlook Crescent. CHECK MAP IN STAFFROOM

School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry a Yard Duty bag. Safety/hi-vis vests will be located on seat at bottom of stairs outside staffroom window.

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

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 your school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- 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

### **Arrange a suitable swap**

**OR**

Contact the Principal or Team leader with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

Changes must be noted on the staffroom whiteboard.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should contact the staffroom but remain in the designated area until the replacement teacher arrives.

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

## 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 their closest teacher for assistance. Arrangements should be made so all students remain in sight of a teacher.

## 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 will also be updated if significant changes are made to school grounds that require a revision of Sherbourne Primary School's Yard Duty and Supervision Policy.

This policy was endorsed by School Council	July 2018
Due for review:	July 2019