

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

Phone: [\(03\) 9398 2806](tel:0393982806)

Email: seaholme.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 Seaholme Primary School, including education support staff, casual relief teachers, pre-service teachers and visiting teachers.

POLICY IMPLEMENTATION

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.

Onsite and Offsite Supervision

Before School and After School

Students must be supervised for a minimum of 10 minutes before and after school. At Seaholme Primary School, supervision at the beginning of the school day will commence at 8.45am. This supervision will include supervision of students arriving at school and while playing in the school grounds prior to the commencement of the school day at 9.00am.

Supervision at the end of the school day will be provided from 3.30pm until 3.45pm. This supervision will include monitoring the safe departure of students from the school by car, bike, walking or contract bus. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through our school website and regular reminders in our newsletter that they should not allow their children to attend Seaholme Primary School outside of these hours. Families will be encouraged to contact or refer to the links below for more information about the before and after school care facilities available to our school community.

After School Hours Care:

Before School Program

Opens 6:45am – 8:45am

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After School Program

Opens 3:30pm – 6:00pm

Co-ordinator 0407 351 811

Note: An enrolment form can be found on our school website.

If a parent, guardian and carer (or other authorised person) drops off or otherwise arranges for a student to be on the school premises before supervision commences at the beginning of the day, the principal will, as soon as practicable, follow up with the parent, guardian and carer to:

- advise of the supervision arrangements before school, and
- request that the parent, guardian or carer make alternate arrangements.

If a parent, guardian or carer (or other authorised person) has failed to collect the student after school, the next steps may include some or all of the following:

- Attempting to contact the parents, guardians or carers;
- Attempting to contact the emergency contacts;
- Placing the student in the out of school hours care program (if appropriate);
- Contacting the Victoria Police and/or the Department of Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

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 Wellbeing Policy*.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the teacher in adjoining classrooms or contact the principal, and/or administration staff to request assistance for assistance. The teacher should then wait until alternate supervision is being provided prior to leaving the classroom.

Yard duty

All staff at Seaholme Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. The principal is responsible for ensuring that students are adequately supervised during recess and lunch. This will usually involve designating areas in the yard and developing a roster for staff to supervise students in the designated area for the time indicated in the roster. At Seaholme Primary School, the Assistant Principal or their delegate is responsible for preparing and communicating the yard duty roster on a regular basis. At Seaholme Primary School, school staff will be designated a specific yard duty area to supervise.

Bell Times - Recess and Lunch

Recess: 11:00am – 11:30am

Lunch: 1:40pm – 2:30pm

Yard Duty Responsibilities

Teachers who are rostered for duty are responsible for remaining in the designated area until the end of the break period, or until replaced by a relieving teacher, whichever is applicable.

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During yard duty, supervising school staff must comply with the following:

- If the designated area is large in size, teachers are expected to methodically move around the area rather than remain static in the one position. This increases the ability to appropriately monitor student activity
- Be alert and vigilant
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- Enforce behaviour 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 on Compass.

If the supervising teacher is unable to conduct yard duty at the designated time, he or she should contact the Assistant Principal to ensure that alternative arrangements are made.

If the supervising teacher needs to leave yard duty during the allocated time, he or she should contact the Assistant Principal, but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a relieving teacher does not arrive for yard duty, the teacher currently on duty should send a message to the office, but not leave the designated area until a relieving teacher has arrived in the designated area.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

Yard duty zones

At Seaholme Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are:

Area 1: Western side of the oval to the BER Building

Area 2: Eastern side of the oval to the Grade 1/2 Playground

Area 3: BER building, Middle Courtyard and Prep Playground

Yard duty equipment

School staff at Seaholme Primary School must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in classrooms or available at the front office for CRTs
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in classrooms or available at the front office for CRTs
- be familiar with student health and safety information relating to individual student health and safety
- return yard duty equipment after the period of supervision

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Digital devices and virtual classroom

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

Seaholme 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 common areas eg learning areas or library.

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

- Staff will monitor student attendance daily for every class
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes

Refer to our *Digital Learning Policy*, *Student Wellbeing and Engagement Policy* and our *Child Safety Responding and Reporting Obligations 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 during yard duty, in the classroom or during offsite school activities.

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan 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 of Education (DET)

Late arrival or early departure

No students will be sent home on their own outside of normal dismissal time. No parents/carers are permitted to take students directly from the classroom. Students can only be collected by a responsible person 16 years and over.

The school must receive written permission from a parent/carer before the school will authorise a student to be dismissed during school hours.

The principal will ensure that the school has a procedure in place for the safe collection and drop off of students at school during school hours (eg late arrival or an early departure). This will include a record of the date and time, the reason for the late arrival or early departure, and the person who has authorised the late arrival or early departure. Students will be only permitted to leave the school premises under the supervision of a parent, or another person authorised by parents to collect the student.

At Seaholme Primary School, the procedure is as follows:

- The exiting of students during the school day requires an official 'sign out' in order to track those who are on and off the premises for emergency and security purposes
- Parent or another person authorised by the parent/carer signs out the student(s) at the general office by completing an 'Early Release from School' form
- Office staff record the early departure and reason for early departure on the school's Reporting System

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- Parent/Carer or person authorised to pick student(s) up from school early, take the 'Early Release from School' form to the classroom and hand the form to the teacher
- Student(s) leave the school with their parent/carer or the authorised person.
- If the person collecting the student is unknown to school staff, school staff will request photo identification to verify the person's identity
- When a student departs from the school (following initial attendance) without authorisation, the student's parent/guardian will be informed immediately.

Parents, guardians and carers are also encouraged to:

- Make appropriate arrangements for the transport, care and supervision of students travelling to and from school, and before and after school.
- Comply with late arrival and early departure policies and other school-based policies.
- Drop off/pick up their children before and after the school bell at the start and end of days.
- Complete the drop off up until bell time at 9.00am and then exit the school yard by 9:10am.
- Report to the office if entering (or staying in) the school grounds after 9:10am and before 3:10pm in order to sign in as a visitor and collect a Visitor's Tag.
- Refrain from talking to staff during class times, which run from 9.00am to 3:25pm, unless an official appointment has been made via prior communication with that staff member.
- If collecting their child during class times, all parents are required to approach the Administration Office to request and sign their child out and not go directly to their child's class in order to collect them.

School activities, camps and excursions

The principal and teachers 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. All offsite activities will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#) and our *Camps and Excursions Policy*.

Custody Arrangements

Schools are often confronted with issues relating to custody of students. While such issues are often emotionally charged, Seaholme Primary School will manage custody related issues in accordance with the law. The school has clear and responsible processes for managing custody related issues at a school level, and clearly articulates processes relating to the management of custody issues to parents. These include:

- Parents or guardians are required to complete and sign accurate enrolment forms for children for whom they have custody
- Enrolments must be accompanied by Birth Certificates or similar that proves a student's name and birth date
- The school will only enrol a child under the name provided on a Birth Certificate or more recent legally recognised document that details a name change, or by written consent of both parents/guardians
- Any custody issues are to be declared and supported by legal documentation – which will be photocopied and retained on the student's individual file
- The principal will be responsible for ensuring that the school complies with all Family Court Orders or similar legal documents relating to custody

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- The principal or nominee may consult with DET’s legal advice team in regard to Family Court orders;
- The school will assume a default position that both parents have equal access to enrolled students unless current court orders or legal documents dictate otherwise
- Both parents will have access to school reports, newsletters, parent interviews, and their children at school unless court orders or similar legal documents dictate otherwise
- Parents or guardians who claim custody restrictions but fail to provide documentation will not have their requests met until such time as supporting documentation is provided
- People who have restricted access to students, and whose presence at school or requests for information etc are in breach of court orders or similar legal documents will be directed immediately to the principal
- The police will be contacted immediately if any person refuses to comply with the principal’s lawful instructions, or to obey court orders or similar.

Inclement Weather

As part of the usual yard duty timetable process, an inclement weather timetable will be activated by the Principal/Assistant Principal when conditions outside are considered to be unsuitable for students and staff. Inclement weather is generally defined as extreme heat, rain, lightning, dust, wind, cold or any other condition that is considered by the Principal/Assistant Principal to be unsuitable.

In the event of inclement weather, the school will implement the following:

- Where inclement weather is obvious prior to children being dismissed for a recess or lunch break, an announcement will be made by the Principal/Assistant Principal advising class teachers to follow the inclement weather timetable until further notice
- Designate teachers who will supervise a number of grades (as previously agreed to by the teachers concerned), for an agreed time during the recess or lunch break
- Teachers, other than classroom teachers, will similarly share supervision of the classes and other areas (as determined)
- Confine all students to classrooms unless permission has been granted by a teacher to leave temporarily, e.g. toilet break
- Children will be expected to walk indoors/under cover at all times and undertake appropriate indoor games and activities
- In the case of unpredicted inclement weather occurring during a recess break, a yard duty teacher will activate the inclement weather timetable
- In the event of children being required to come inside the school buildings, yard duty teachers will supervise the return to classes briefly while designated teachers make their way to the classrooms, or other areas, that they are required to supervise
- All staff and students are required to wear broad-brimmed hats from mid August through to the end of April consistent with the school's Sunsmart policy
- Excursions, camps, scheduled sport, physical education or other outside activities may need to be reorganised or rescheduled should inclement weather (including the risk of bushfire) occur or be predicted.

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
- Available publicly on our school’s website and communications platform (COMPASS)

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- Included in our staff handbook
- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request
- Included in our parent handbook (Applicable sections)

FURTHER INFORMATION

RELATED SCHOOL POLICIES

- Camps and Excursions Policy
- Child Safe Code of Conduct and Statement of Commitment
- Child Safety and Wellbeing Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safe Risk Register
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Digital Learning Policy
- Duty of Care Policy
- Photographing and Filming of Students Policy
- Statement of Values and School Philosophy
- Student Engagement and Wellbeing Policy

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

This policy will be reviewed every 2 years and will also be updated if significant changes are made to school grounds that require a revision of the school's yard duty and supervision arrangements.

Policy last reviewed	September 2022
Approved by	Principal
Consultation (Not required)	Noted at School Council September 2022
Next scheduled review date	September 2024