



# Yard Duty and Supervision

## POLICY



### Help for non-English speakers

If you need help to understand this policy, please contact Ocean Grove Primary School on 52551340 or email: [ocean.grove.ps@education.vic.gov.au](mailto:ocean.grove.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 Ocean Grove 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 in place during school hours, before and after school, and on school excursions and camps.

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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

## **Before and after school**

Ocean Grove Primary School's grounds are supervised by school staff from 8:45am until 3:35pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be available to supervise both basketball court areas and surrounds from 8:45am - 9:00am and after school from 3:20pm-3:35pm.

Parents and carers should not allow their children to attend Ocean Grove Primary School outside of these hours. Families are encouraged to contact Camp Australia 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)
- 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**

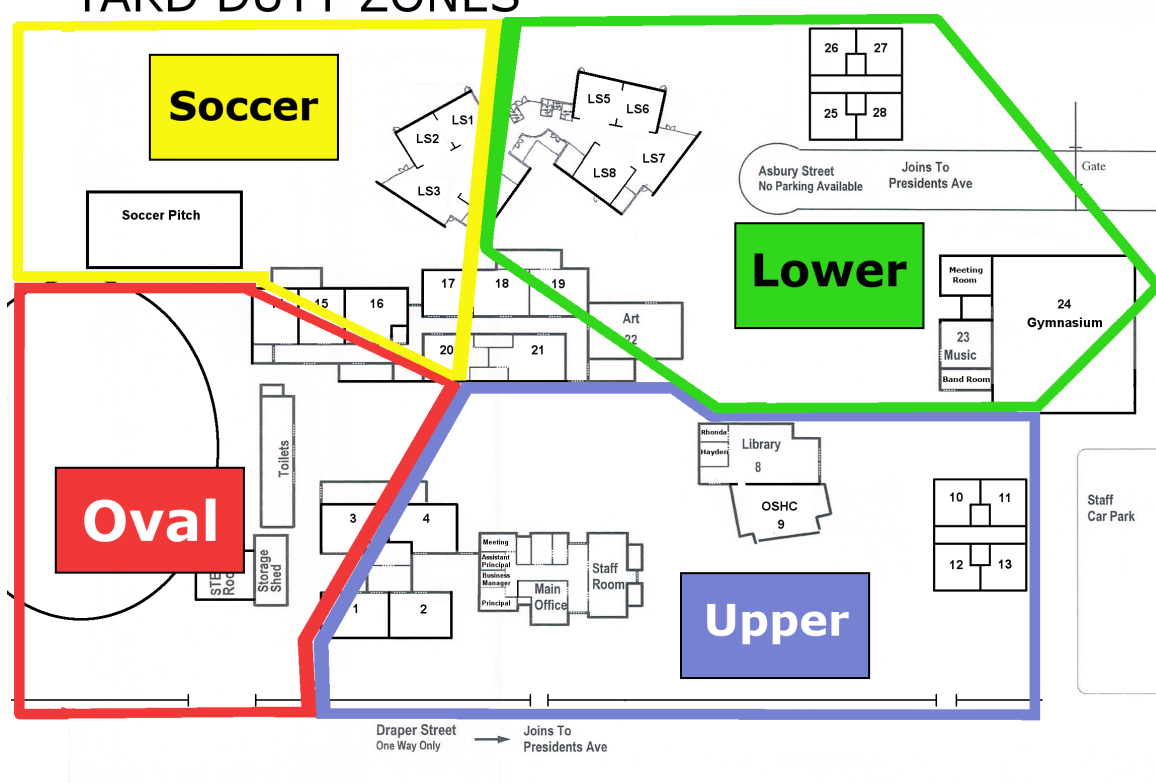
All staff at Ocean Grove Primary School are expected to assist with yard duty supervision and will be included in the roster.

The Principal, Assistant Principal or nominated staff member is responsible for preparing and communicating the yard duty roster on a regular basis. At Ocean Grove Primary School, staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are:

Zone	Area
Upper	Top basketball court
Lower	Lower basketball court
Oval	Football oval
Soccer	Soccer pitch and playground

## YARD DUTY ZONES



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be provided to each individual staff member.

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:

- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored at the administration office (for CRTs) and individual teaching spaces.
- be familiar with the yard duty information pack containing student health and safety information stored in yard duty kits.
- methodically move around the designated zone ensuring that specified areas are well supervised.
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- 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 OGPS Student Wellbeing and Engagement Policy.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on 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), 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 contact the Assistant Principal or organise with another staff member to replace their shift 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 staff 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 contact the office and not leave the designated area until a replacement staff member has arrived.

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 the front office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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, and will follow the supervision requirements in the Department of Education [Excursions Policy](#).

## **Digital devices and virtual classroom**

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

Ocean Grove 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 respective learning areas, while parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored via Sentral
- 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.

## 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
- Included as a reference in our school newsletter each term
- 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.

## 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](#)

## Review Cycle

This policy was last updated in December 2022 and is scheduled for review in December 2024. This policy will also be updated if significant changes are made to school grounds that require a revision of Ocean Grove Primary School's Yard Duty and Supervision Policy.

## Policy Review And Approval

Policy last reviewed	December 2022
Approved by	School Council
Next scheduled review date	December 2024