



Yard Duty & Supervision Policy

POLICY

Rationale

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.

The purpose of the Yard Duty and Supervision policy is to:

- a) To ensure school staff and casual relief teachers understand their supervision and yard duty responsibilities.

1. Guidelines

- 1.1 This policy applies to all teaching and non-teaching staff at Karoo Primary School, including education support staff, casual relief teachers and visiting teachers.
- 1.2 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.

2. Implementation

2.1 Before and After School

- 2.1.1 Karoo Primary School 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
- 2.1.2 From 8:45am each school day, a designated staff member will supervise arriving students until the formal commencement of the school day at 9:00am when the bell rings. From 3:30pm until 3:45pm, a staff member will remain within the school grounds to confirm all students have exited the grounds with either an approved adult or left according to family instructions
- 2.1.3 Students enrolled in before and after school care are supervised by before and after school care staff in OSCH spaces
- 2.1.4 Parents/guardians and carers should not allow their children to attend Karoo Primary School unsupervised outside of these hours. Families are encouraged to contact the office for more information about the before and after school care facilities available to our school community
- 2.1.5 If a student arrives at school before supervision commences at the beginning of the day, the Principal/Assistant Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:
 - a) advise of the supervision arrangements before school
 - b) request that the parent/ carer make alternate arrangements.
- 2.1.6 If a student is not collected before supervision finishes at the end of the day, the Principal/Assistant Principal or nominee staff member will consider whether it is appropriate to:
 - a) attempt to contact the parents/carers

- b) attempt to contact the emergency contacts
- c) place the student in an out of school hours care program (if enrolled and available)
- d) 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.

2.1.7 School staff who are rostered on for before or after school supervision must follow the processes outlined below.

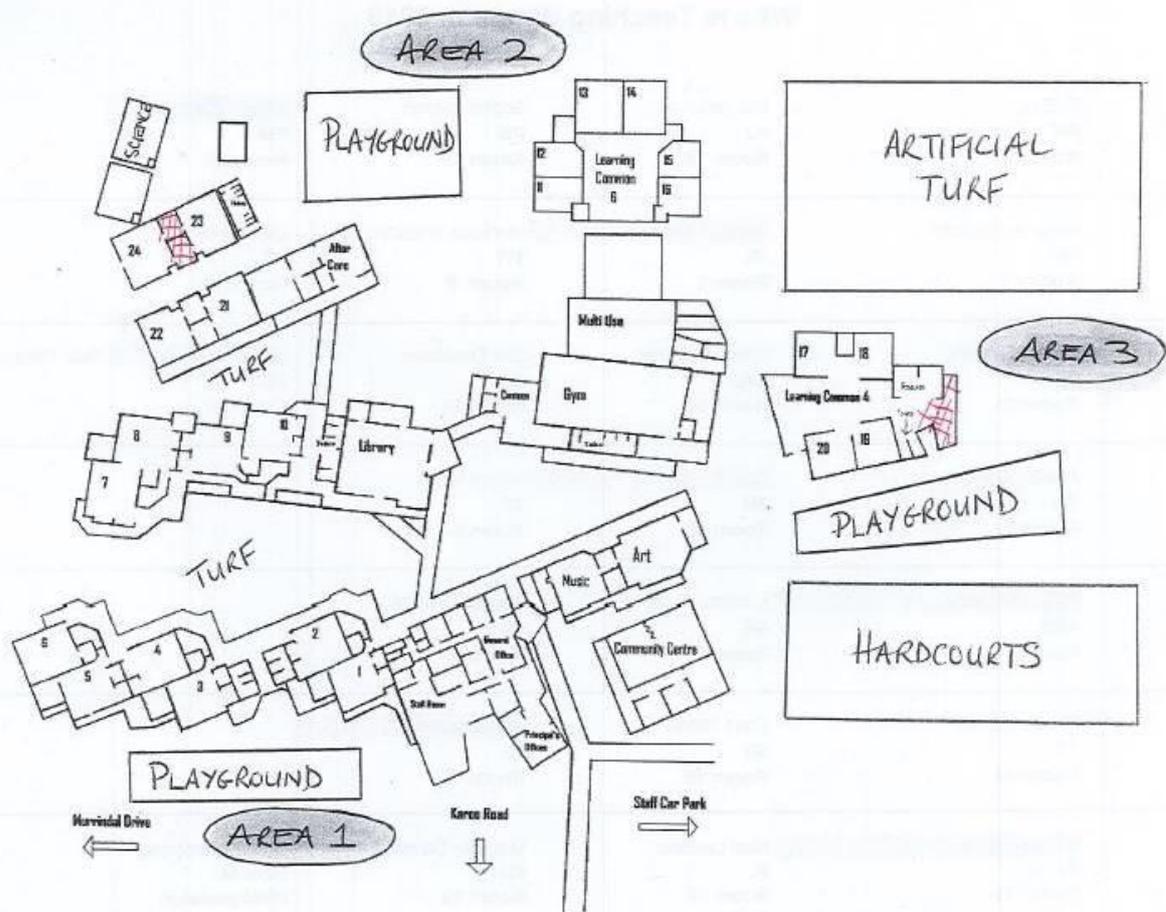
2.2 Yard Duty

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

2.2.2 The Principal/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Karoo Primary School, school staff will be designated a specific yard duty area to supervise

2.2.3 The designated yard duty areas at Karoo Primary School are areas 1, 2 and 3.

Area	Zone
Area 1	Front of the school along Murrindal Drive, Foundation playground and turf in-between rooms 1 and 10
Area 2	Year 2 playground, back of the school and behind Science rooms
Area 3	Hardcourts and Artificial Turf



2.2.4 School staff must wear a provided safety/hi-vis vest whilst on yard duty. Spare safety/hi-vis vests will be stored in First Aid room/Staffroom

2.2.5 Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher at the flagpole change over point

2.2.6 During yard duty, supervising staff must:

- a) methodically move around the designated zone
- b) be alert and vigilant
- c) intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- d) enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with the relevant disciplinary measures set out in our school's *Student Engagement and Wellbeing* policy
- e) ensure that students who require first aid assistance receive it as soon as practicable
- f) log any incidents or near misses on Edusafe and/or with leadership
- g) if being relieved of their yard duty shift by another staff member, 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.

2.2.7 If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Principal / Assistant Principal with as much notice as

possible prior to the relevant yard duty shift to ensure that alternative arrangements are made

2.2.8 If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Principal / Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area

2.2.9 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 / Leadership with a student and not leave the designated area until a replacement staff member has arrived

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

2.3 Classroom

2.3.1 The classroom teacher is responsible for the supervision of all students in their care during class

2.3.2 If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Year level Coordinator / Leadership for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

2.4 School activities, camps and excursions

2.4.1 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.

3. Resources

3.1 This policy is underpinned by the:

- a) Duty of Care
- b) Child Safe Standards
- c) Visitors in Schools

4. Evaluation

4.1 The Education Sub Committee and Karoo PS staff will review the effectiveness of the school's Yard Duty and Supervision Policy on a yearly basis in accordance with DET guidelines and priorities.

4.2 This policy will also be updated if significant changes are made to school grounds that require a revision of Karoo Yard Duty and Supervision Policy.