



Yard Duty & Supervision Policy

POLICY

Purpose

The purpose of the Yard Duty and Supervision policy is to ensure school staff and casual relief teachers understand their supervision and yard duty responsibilities.

Scope

This policy applies to all teaching and non-teaching staff at Karoo 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

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.

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

Students enrolled in before and after school care are supervised by before and after school care staff in OSCH spaces.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Karoo Primary School outside of these hours. Families will be encouraged to contact Melissa Newlands on 9759 6288 or refer to <https://karoops.vic.edu.au/parents/#care> 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/Assistant 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/Assistant 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 enrolled and parent consents)
- contact Victoria Police and/or 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.

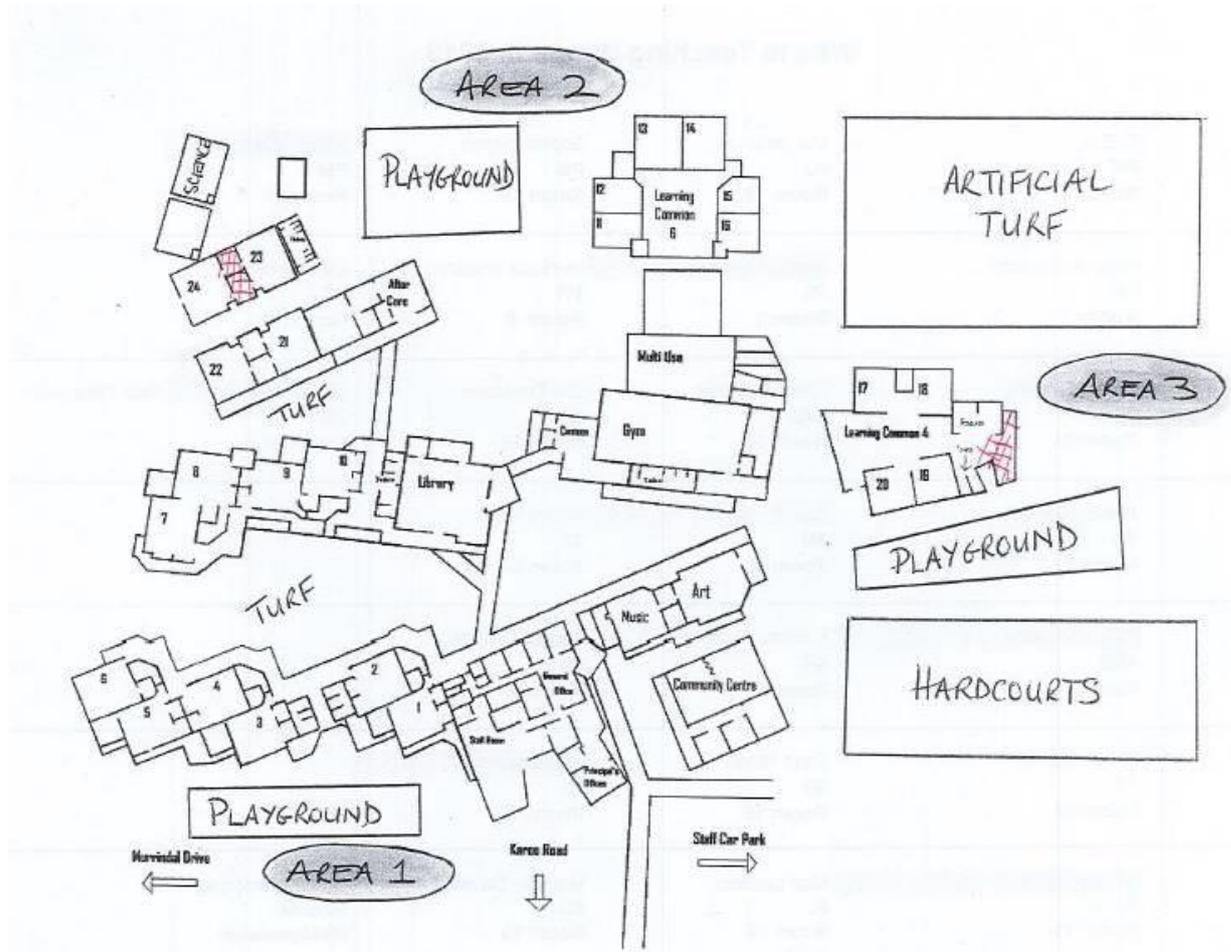
Yard Duty

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

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.

The designated yard duty areas at Karoo Primary School Term 1 2022 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



Yard Duty Equipment

School staff must :

- wear a provided safety/hi-vis vest whilst on yard duty. Extra Safety/hi-vis vests will be stored in staffroom, pigeon holes and school office
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in labelled pigeon holes
- Be familiar with the yard duty information pack containing student health and safety information stored
- 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.

During yard duty, supervising staff must:

- Methodically and continuously move in a clockwise motion around the designated zone ensuring active supervision of students
- 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)

- ensure students remain in their designated year level zones
- 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 the relevant disciplinary measures set out in our school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- flog any incidents or near misses on Edusafe plus and/or with leadership.

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 Assistant 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 Assistant 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 send a message to the office and/or call Assistant Principal 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.

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 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.

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

Karoo Primary School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Karoo 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 an appropriate space dependent on the number of students participating.

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

- student attendance will be monitored daily
- 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
- Included as a reference in our school newsletter each term
- Made available on school website and 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.

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
- Work Experience

Evaluation

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

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