



YARD DUTY AND SUPERVISION 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 Eastwood 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

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

Parents and carers should not allow their children to attend Eastwood Primary School outside of these hours. Families are encouraged to contact **TheirCare** on 1300 072 410 or refer to www.theircare.com.au for more information about the before and after school care facilities available to our school community.

If a student is not collected before supervision finishes at the end of the day, the teacher on duty will escort the student to the School Office. 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) at parents own cost
- 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.

Regular reminders regarding yard supervision are placed in the school newsletter (Epsilon). Parents who have their child/ren at school unattended prior to 8:45am or after 3:45pm are strongly encouraged to enrol them in the school's Before and After School program.

Yard Duty

Teachers are allocated duty on a roster basis and must "tag" with the changeover teacher on duty. No staff member is to cease duty until replaced by another person under any circumstances. School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staffroom.

Staff members are expected to have a significant visual presence in their area.

DUTY ALLOCATIONS

Before school 8:45 - 9:00

Recess - 1 10:40 - 10:55

Recess - 2 10:55 - 11:10



Lunch - 1 1:00 - 1:25

Lunch - 2 1:25 - 1:50

After school 3.30 - 3.45

Yard Duty Areas

1. Oval, sandpit, basketball court, play equipment
2. RSC toilets, indigenous garden, soccer pitch
3. Courtyard, indoor toilets, bicycles, creek
4. Foundation to Year Two area

Teachers must be on duty promptly and cover all designated areas of the school ground during the duty period. Teachers on duty have the responsibility of supervision and control of pupils so as to:

- encourage sensible play – Use 'Record of Behaviour' folder if necessary.
- reduce conflict
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- ensure that students who require first aid assistance receive it as soon as practicable
- enlist pupil's assistance in making a clean environment
- ensure that pupils do not leave the school grounds without permission

Teachers should ensure that students are aware of our playground rules and enforce them while on duty. These include:

- remaining at least 1m away from the fence
- the wearing of hats from the commencement of September to the end of April each year
- no hat = Undercover in the Rotunda
- eating (no wrappers!) = in the Rotunda

Welfare and Discipline Database (Chronicle)

All student behaviours are to be written up in Chronicle, Compass. This database is a tool for planning, managing and monitoring support for students and those who work with them. It also allows users to gather information around the student's need for support; to monitor progress and focus school development initiatives.

Wet and Hot (>35°C) Days

Before the morning session:

An announcement will be made at 8.50am when children are to be supervised in classrooms by teachers.

Morning Recess: If it is raining during morning recess children will remain in the classrooms and will be supervised by arrangement.

Lunch:

- (i) An announcement will be made.
- (ii) Children to remain in classrooms, visiting toilets only.
- (iii) If a change in weather occurs an announcement will be made by a member of the leadership team.
- (iv) Usual afternoon instruction will commence at 1:50pm



All teaching staff must be present at classrooms when the return to class bell sounds. This has a very positive effect in eliminating minor bullying which has a tendency to occur when children are in large groups and unsupervised.

If the supervising staff member is unable to conduct yard duty at the designated time, they must arrange a swap with another teacher 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 must contact a member of the leadership team 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 must send a child to the staffroom to remind the relieving teacher 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 at any time during a lesson, they must contact a member of their team to arrange appropriate supervision. The teacher must then wait until the relevant arrangements are in place prior to leaving the class.

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](https://www2.education.vic.gov.au/pal/supervision-students/policy) <https://www2.education.vic.gov.au/pal/supervision-students/policy>
 - [Duty of Care](https://www2.education.vic.gov.au/pal/duty-of-care/policy?Redirect=1) <https://www2.education.vic.gov.au/pal/duty-of-care/policy?Redirect=1>
 - [Child Safe Standards](https://www2.education.vic.gov.au/pal/child-safe-standards/policy?Redirect=1) <https://www2.education.vic.gov.au/pal/child-safe-standards/policy?Redirect=1>
 - [Visitors in Schools](https://www2.education.vic.gov.au/pal/visitors/policy) <https://www2.education.vic.gov.au/pal/visitors/policy>

REVIEW CYCLE

This policy was last updated in March 2021 and is scheduled for review in 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Eastwood Primary School's Yard Duty and Supervision Policy.