



YARD DUTY AND SUPERVISION POLICY

PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities.

SCOPE

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

POLICY

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.

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.

Before and after school

Romsey Primary School's 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. Romsey Primary School will inform parents/carers of the times during which the school's grounds will be monitored in the school newsletter each term.

Romsey Primary School will be responsible for supplying a staff member for before and after school crossing duty from 8.45am to 9.00am and 3.30pm to 3.45pm at the Station Street entrance.

The Macedon Ranges Shire Council will provide a crossing supervisor for the hours of 8.00am to 9.00am and at 3pm to 4.00pm at the Melbourne/Lancefield crossing.

Parents and carers should not allow their children to attend Romsey Primary School outside of these hours. Kidszone before and after school care is available.

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
- 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.

- Supervise, monitor and assist students in crossing of Station Street
- Walk and check the front area of the school for students that have not been picked up. Take any students still waiting into the office area and organise for parent/emergency contact to be called.

Yard duty

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

The principal or nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Romsey Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are outlined.

Zone	Area
Courtyard area	P-2 playground, courtyard between admin and P-2 area
South area	Oval/canteen/library area/basketball courts

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in staff offices. Staff must wear a suitable SunSmart hat when on duty during Terms 1 & 4.

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:

- methodically move around the designated zone
- 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 your school's *Student Engagement and Wellbeing* policy and Code of Conduct.

- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate eg: inform LT or Principal if required and log on Sentral
- be familiar with the yard duty information pack containing student health and safety information stored in the yard duty bags
- when 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 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 Principal 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 send a message to the office/staff room or call the Principal 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 / unit leader / principal 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. 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.

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:

- Made available on our school website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included as a reference in our school newsletter each year
- Made available in hard copy from school administration upon request

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](#)
 - [School Based Apprenticeships and Traineeships](#)
 - [School Community Work](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2023
Approved by	Principal
Next scheduled review date	June 2025 This policy will also be updated if significant changes are made to school grounds that require a revision of Example School's yard duty and supervision arrangements.



STATION STREET



 Education and Training	<p>These drawings were prepared by the Department of Education and Training. Any Queries relating to these drawings should be referred to the School Asset Data Team. Email: sams@edumail.vic.gov.au</p>	<p>School Asset Drawing</p> <p>Drawing Name: Site Plan</p> <p>Scale: SEE SCALE BAR</p>
<p>Romsey Primary School Romsey Primary School 2-56 STATION STREET ROMSEY 3434</p>	<p>Region no: 72 NORTH-WESTERN VICTORIA</p>	<p>School No 0366 Campus No: 1</p>