



YARD DUTY & SUPERVISION

School Policy and Advisory Guide Reference: http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx	Last updated September 2020
Endorsed by Wodonga Primary School Council	19/10/2020
Origin	DET
Line Manager	D. Duncan
Effective Date	19/10/2020
Review Date	October 2023

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 Wodonga 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

Wodonga Primary School's grounds are supervised by school staff from 8.45am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be available to supervise the school oval and entrances of the school.

Parents and carers should not allow their children to attend Wodonga Primary School outside of these hours. Families are encouraged to contact the school's office on 02 6048 0300 or refer to the school's website for more information about the [before and after school care](#) facilities available to our school community.

If a student regularly 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



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- 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 Wodonga Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal or alternative nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Wodonga Primary School, school staff will be designated a specific yard duty area to supervise. Staff are expected to collect a First Aid bag from the First Aid Room prior to commencing supervision.

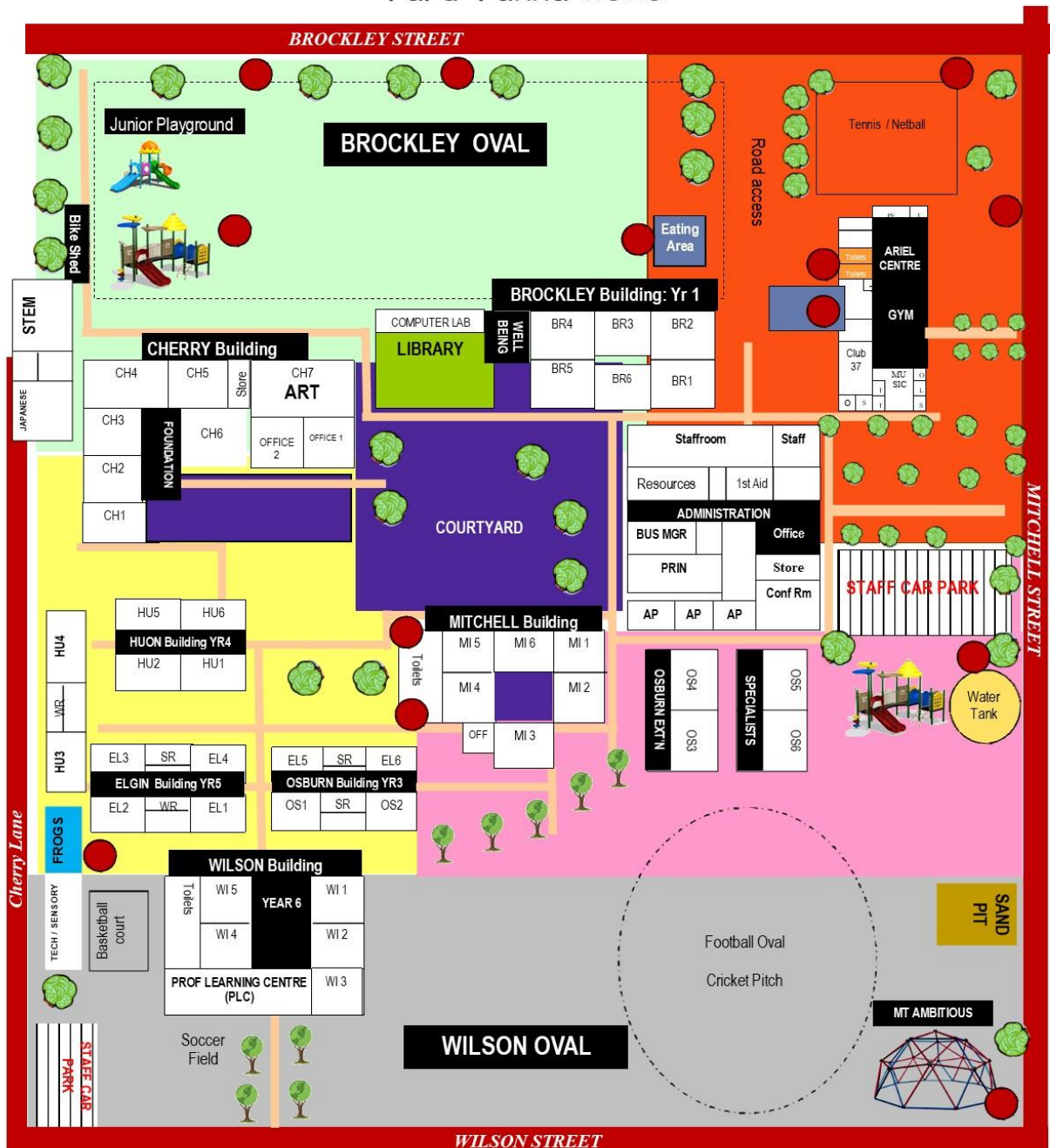
The designated yard duty areas for our school are zoned and identified on the Yard Duty map.

Area 1	Brockley Oval*, F-2 Junior Playground. Monitoring of fenceline and Junior Sandpit.
Area 2	Around Ariel Centre including Tennis Courts. Monitoring fenceline, toilets, rubbish control.
Area 2B	Canteen sales and Eating Area
Area 3	Around Cherry Building, monitoring passive play only in portable area—Years 3,4 & 5; Monitoring fenceline, passive play in Sandpit.
Area 4	Play Equipment at Carpark, Carpark, closure of Carpark gate; area around HM5/6 & Specialist building
Area 5	Soccer/Football fields* and Sandpit / Mt Ambitious. Monitor gates and fenceline
FROGS	Observe from Frogs Area, to the Senior Basketball court and fencelines along Cherry Tree Lane and Wilson St.
PALS	Positive Play and Learning Strategies including Courtyard and entry area to Cherry Building; walkway between Library / Art rooms.
Library	Supervise students attending the Library



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Standard Expectations		HOT SPOTS
Area 1	Brockley Oval*, F-2 Junior Playground. Monitoring of fenceline and Junior Sandpit.	
Area 2	Around Ariel Centre including Tennis Courts. Monitoring fenceline, toilets, rubbish control.	
Area 2 B	Canteen Sales / Eating Area	
Area 3	Around Cherry Building, monitoring passive play only in portable area—Years 3,4 & 5; Monitoring fenceline, passive play in Sandpit.	
Area 4	Play Equipment at Carpark, Carpark, closure of Carpark gate; area around HM5/6 & Specialist building	
Area 5	Soccer/Football fields* and Sandpit / Mt Ambitious. Monitor gates and fenceline	
FROGS	Observe from Frogs Area, to the Senior Basketball court and fencelines along Cherry Tree Lane and Wilson St.	
PALS	Positive Play and Learning Strategies including Courtyard and entry area to Cherry Building; walkway between Library / Art rooms.	
Library	Supervise students attending the Library	
* Whistle to be blown at commencement of music for students playing in Oval Areas		

This Policy pertains to all programs run/organized by Wodonga Primary School, including Out of School Hours Care, unless a more specific policy applies whereby both policies should be read in conjunction.



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School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be available from the Principal and must be stored appropriately by the 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:

- 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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in the school Play Positive Log or Compass Insights as soon as practicable after the incident has occurred.
- 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 School Leadership Team 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 School 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 should send a message to the office/ School Leadership Team 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 contact the closest staff member 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 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.



Further Information and Resources

- Department's Policy and Advisory Library:
 - [Supervision of Students](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)
- Wodonga Primary School's *First Aid Policy*

Review Cycle

This policy was last updated on October 19 2020 and is scheduled for review in October 2023. This policy will also be updated if significant changes are made to school grounds that require a revision of Wodonga Primary School's Yard Duty and Supervision Policy.