



# YARD DUTY AND SUPERVISION POLICY

School Policy and Advisory Guide Reference: <a href="http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx">http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx</a>	Last updated 17/08/2021
Endorsed by Wodonga Primary School Council	01/09/2021
Origin	DET
Line Manager	D. Duncan
Effective Date	17/08/2021
Review Date	March 2024

## Purpose

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

## Scope

This policy applies to all teaching and non-teaching staff at Wodonga 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.

### 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.

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. Parents and carers will be advised about before and after school supervision through regular reminders in our newsletter.

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
- Student waits and is supervised at the front office staff



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- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard Duty

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

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 supervision.

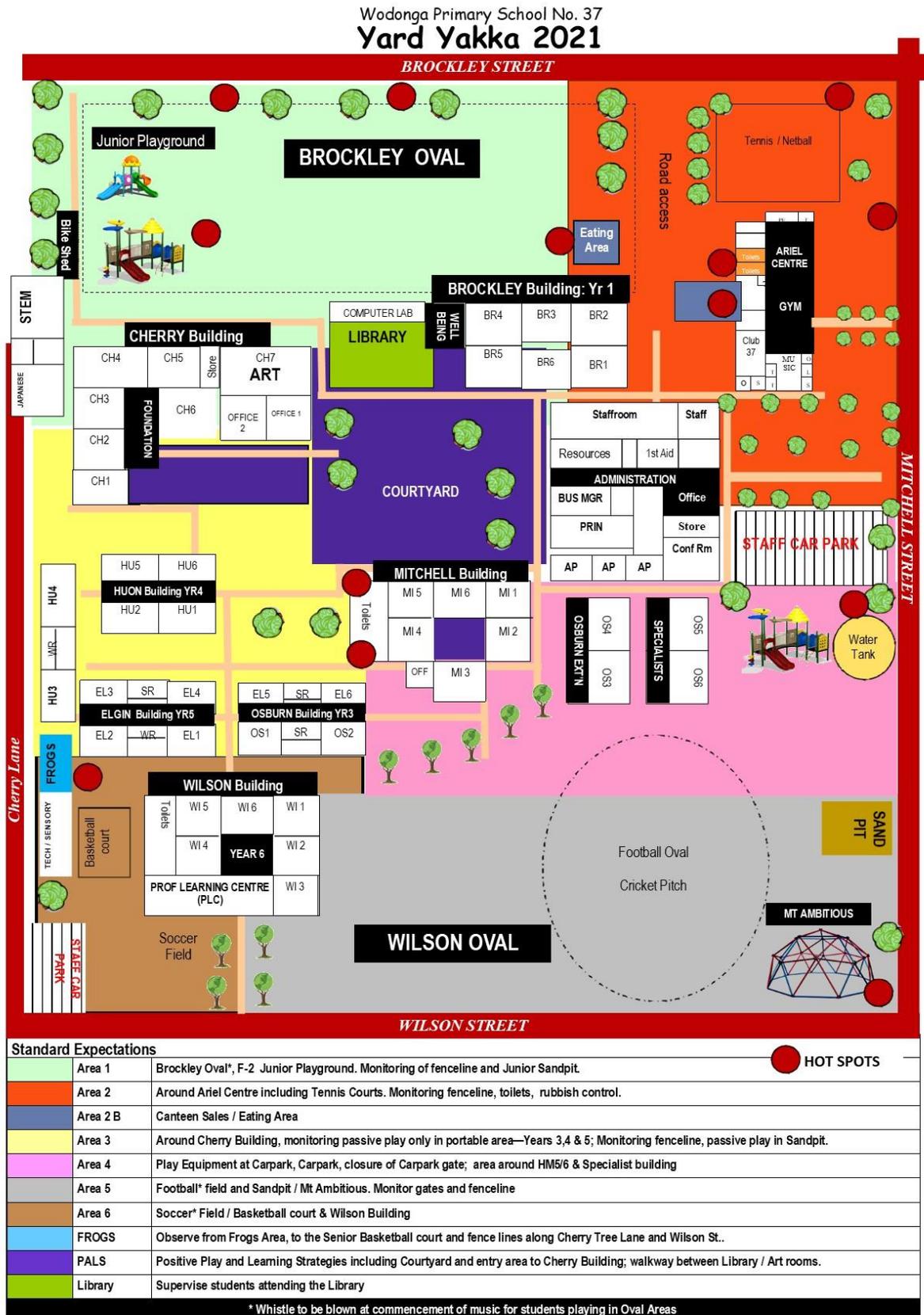
The designated yard duty areas for our school are zoned and identified on the Yard Duty map.

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



**Yard Duty Zones**

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



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.



### **Yard Duty Equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be distributed at the commencement of the school year to all staff.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in First Aid room.
- Be familiar with the students medial and behavioural risks, outlined twice per year at staff meetings and additionally displayed on the OHS board in the staff room and also in the First aid room, where bags are collected from.

Yard duty equipment must be returned after the period of duty.

### **Yard Duty Responsibilities**

Staff who are rostered for yard duty must remain in the designated area until the session ends.

During yard duty, supervising school staff must:

- methodically move around the designated zone. Please refer to the yard duty map within the policy. For example, for particularly large zones, staff are required to move in a clockwise or anticlockwise position, to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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 any relevant disciplinary measures set out in the school's Student Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate [i.e. Yard behaviour log on Google drive – link found directly on star in Compass)

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Principal's 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 front office but should not leave the designated area until the relieving staff member has arrived in the designated area.

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 their closest staff member for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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.

### **Digital Devices and Virtual Classroom**

Wodonga Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Wodonga 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. Depending on numbers of onsite learners, onsite remote learning will take place following the Operations Guidelines.

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

- student attendance will be monitored daily by the Google classroom check in. Teachers record attendance on the Google drive attendance recording form.
- 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
- Staff Bulletin updates
- Included as a reference in our school Newsletter
- Made available 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 periodically in our school newsletter.



## 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](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

## Policy Review and Approval

This policy will also be updated if significant changes are made to the school grounds that require a revision of Wodonga Primary School's yard duty and supervision arrangements.

## Related Policy

- Child Safe Code of Conduct
- Bullying Prevention
- Duty of Care
- First Aid
- Sunsmart

## Evaluation

This policy will be reviewed as part of a three-year cycle.