



## Yard Duty and Supervision Policy

Purpose	To ensure school staff understand their supervision and yard duty responsibilities.
Scope	<p>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.</p> <p>This policy applies to all teaching and non-teaching staff at Grovedale West Primary School, including education support staff, casual relief teachers and visiting teachers.</p> <p>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.</p>
Policy	<p><b>Before and after school</b></p> <p>Grovedale West Primary School grounds are supervised by school staff from 8.45am until 9.00am and 3.15pm to 3.30pm.</p> <p>Outside of these hours, school staff will not be available to supervise students.</p> <p>The inner gates to the school open at 8.45am when school staff commence duty.</p> <p>Parents are advised of this through the school Newsletter, the School Information Handbook and the school website.</p> <p>The school provides a Before and After School Hours Care service for families needing their children to attend school out of school hours. The service opens at 7.00am to 9.00am and 3.13pm – 6.00pm.</p> <p>The Noila Street crossing is not supervised by the COGG. Flags are placed at the crossing at 8.45am and 3.15pm. A teacher supervises the exit of children from the school grounds at the Noila Street gate but is not required to supervise the school crossing. Parents are required to supervise their children at the Noila Street crossing.</p> <p>Wingarra Road and Heyers Road have a COGG school crossing supervisor. School staff also supervise the east and west end of the school grounds before and after school.</p> <p>Parents and carers should not allow their children to attend Grovedale West Primary School outside of these hours.</p> <p>Families are encouraged to contact the schools Out of School Hours Care Facility office on 52414774 for more information about the before and after school care facilities available to our school community.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• advise of the supervision arrangements before school</li> </ul>

	<ul style="list-style-type: none"> <li>request that the parent/ carer make alternate arrangements.</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>attempt to contact the parents/carers</li> <li>attempt to contact the emergency contacts</li> <li>place the student in an out of school hours care program (if available)</li> <li>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.</li> </ul>
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Yard Duty	<p>All staff at Grovedale West Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.</p> <p>The principal or alternative nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Grovedale West Primary School staff will be designated a specific yard duty area to supervise.</p> <p><b>The designated yard duty areas for our school</b></p> <table border="1" data-bbox="400 833 938 1644"> <thead> <tr> <th data-bbox="400 833 938 904">Zone</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 904 938 976">1. Prep playground and toilets</td> </tr> <tr> <td data-bbox="400 976 938 1075">2. Junior bitumen area and basketball courts</td> </tr> <tr> <td data-bbox="400 1075 938 1146">3. Senior playground and soccer field</td> </tr> <tr> <td data-bbox="400 1146 938 1218">4. Oval</td> </tr> <tr> <td data-bbox="400 1218 938 1317">5. MIPOD passive playground and kitchen garden</td> </tr> <tr> <td data-bbox="400 1317 938 1388">6. First aid based in MIPOD area</td> </tr> <tr> <td data-bbox="400 1388 938 1460">7. Noila Street gate – 8.45am – 9.00am and 3.15pm – 3.30pm</td> </tr> <tr> <td data-bbox="400 1460 938 1532">8. Heyers Road gate - 8.45am – 9.00am and 3.15pm – 3.30pm</td> </tr> <tr> <td data-bbox="400 1532 938 1644">Staff will be allocated to the two inner gates to greet children each morning</td> </tr> </tbody> </table> <p>School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in each staffroom.</p> <p>Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.</p> <p>During yard duty, supervising staff must:</p> <ul style="list-style-type: none"> <li>methodically move around the designated zone to cover the whole area, to ensure that they are in line of sight to the children in the area</li> <li>be alert and vigilant</li> </ul>	Zone	1. Prep playground and toilets	2. Junior bitumen area and basketball courts	3. Senior playground and soccer field	4. Oval	5. MIPOD passive playground and kitchen garden	6. First aid based in MIPOD area	7. Noila Street gate – 8.45am – 9.00am and 3.15pm – 3.30pm	8. Heyers Road gate - 8.45am – 9.00am and 3.15pm – 3.30pm	Staff will be allocated to the two inner gates to greet children each morning
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	<ul style="list-style-type: none"> <li>• intervene immediately if potentially dangerous or inappropriate behavior is observed in the yard</li> <li>• enforce behavioral standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in your school's <i>Student Engagement and Wellbeing</i> policy</li> <li>• ensure that students who require first aid assistance receive it as soon as practicable</li> <li>• log any incidents or near misses as appropriate on Compass</li> <li>• 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.</li> </ul> <p>If the supervising staff member is unable to conduct yard duty at the designated time, they should arrange for a replacement supervising teacher or contact the Principal/ Assistant principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.</p> <p>If the supervising staff member needs to leave yard duty during the allocated time, they should contact another teacher or member of the leadership team but should not leave the designated area until the relieving staff member has arrived in the designated area.</p> <p>If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should phone the office or send a student to the office to advise of the area. The current supervising staff member should and not leave the designated area until a replacement staff member has arrived.</p> <p>Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.</p>
Classroom	<p>The classroom teacher (or teaching team) is responsible for the supervision of all students in their care during class.</p> <p>If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a team teacher or contact the front office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving. Teachers working in teams can use existing team staff.</p> <p>Students attending the toilet facilities during class time must do so in pairs. Students using toilets in the administration building can do so individually. Students must advise teachers when leaving the classroom to attend the toilet during class time.</p> <p>Brain breaks or sensory regulation activities must be supervised or within accessible line of sight supervision of staff.</p>
School activities, camps and excursions	<p>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.</p>
Digital Devices and Virtual Classroom	<p>Grovedale West Primary School follows the Department's <u>Cybersafety and Responsible Use of Technologies Policy</u> with respect to supervision of students using digital devices.</p> <p>Grovedale West 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 under line of sight or direct supervision of a teacher. While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:</p>

	<ul style="list-style-type: none"> <li>• student attendance will be monitored via the child logging in not allocated activities.</li> <li>• any wellbeing or safety concerns for the student will be managed in accordance with our Student Wellbeing and Engagement Policy and usual processes and communicated to parents.</li> </ul>						
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.						
	<p>This policy will be communicated to our school community in the following ways:</p> <ul style="list-style-type: none"> <li>• Included in staff induction processes</li> <li>• Discussed at staff briefings or meetings, as required</li> <li>• Made available in hard copy form administration where requested</li> <li>• 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.</li> </ul>						
Further Information and resources	<p><b>FURTHER INFORMATION AND RESOURCES</b></p> <ul style="list-style-type: none"> <li>• the Department's Policy and Advisory Library: <ul style="list-style-type: none"> <li>○ <a href="#">Supervision of Students</a></li> <li>○ <a href="#">Duty of Care</a></li> <li>○ <a href="#">Child Safe Standards</a></li> <li>○ <a href="#">Visitors in Schools</a></li> </ul> </li> </ul>						
Review cycle	<table border="1"> <tr> <td><b>Policy last reviewed</b></td> <td>4<sup>th</sup> April 2022</td> </tr> <tr> <td><b>Approved by</b></td> <td>School Council 6/4/2022</td> </tr> <tr> <td><b>Next scheduled review date</b></td> <td>April 2023</td> </tr> </table> <p>This policy will also be updated if significant changes are made to school grounds that require a revision of Grovedale West Primary School's yard duty and supervision arrangements.</p>	<b>Policy last reviewed</b>	4 <sup>th</sup> April 2022	<b>Approved by</b>	School Council 6/4/2022	<b>Next scheduled review date</b>	April 2023
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