



## 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. Outside of these hours, school staff will not be available to supervise students. Parents are advised of this through the School newsletter, the School Information Handbook and the school web site.</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 supervisors.</p> <p>School staff 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> <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 school staff will be designated a specific yard duty area to supervise.</p> <p>The designated yard duty areas for our school (as at Term 1, 2018</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: left;">Zone</th> </tr> </thead> <tbody> <tr> <td>1. Prep playground and toilets</td> </tr> <tr> <td>2. Junior bitumen area and basketball courts</td> </tr> <tr> <td>3. Senior playground and soccer field</td> </tr> <tr> <td>4. Oval</td> </tr> <tr> <td>5. MIPOD passive playground and kitchen garden</td> </tr> <tr> <td>6. First aid based in MIPOD</td> </tr> <tr> <td>7. Noila Street gate - 8.45am - 9.00am and 3.15pm - 3.30pm</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> <li>• intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard</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	7. Noila Street gate - 8.45am - 9.00am and 3.15pm - 3.30pm
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	<ul style="list-style-type: none"> <li>• 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 <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 the [role eg Assistant Principal] 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 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.</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. 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>
Review cycle	<p>This policy was last updated on 10<sup>th</sup> August 2018 and is scheduled for review in August 2019. 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 Policy.</p>