



YARD DUTY and SUPERVISION POLICY

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 Manchester 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

Manchester Primary School's grounds and front of school pick up / drop off area are supervised by school staff from 8:45am until 3:34pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Manchester Primary School outside of these hours. Families are encouraged to contact the front office administration on 9726 6931 or contact OSHC for more information about our before and after school care facilities available at our school community.

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
- place the student in an out of school hours care program
- 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 Manchester Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal is the staff duty roster co-ordinator responsible for preparing and communicating the yard duty roster on a regular basis. At Manchester Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty zones for our school are:-

Zone	Area
Top Yard Duty Zone	Foundation Outdoor Learning Area, Sensory Garden, Deck and Surrounding Grounds
Bottom Yard Duty Zone	Basket and Hand Ball Courts and Oval
Minimum of four adults in each zone as well as additional ES staff as needed	



Manchester Primary School courtesy of Google Maps August 2020



School staff must wear a provided safety hi-vis vest whilst on yard duty which are stored in the sick bay room. Staff must also carry first aid kits with student Anaphylaxis and Allergy photo identification information at all times.

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 their designated zone, teachers often have line of sight of other staff on yard duty and will remain 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 our school's *Student Engagement and Wellbeing policy*, *Bullying Policy* and by our **SWPBS** – School wide positive behaviour support program.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in *Sentral*.
- if being relieved of their yard duty shift by another staff member 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 Vice 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 Vice Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving /next staff member does not arrive for yard duty, the staff member currently on duty should visit the school administration office as this is the designated change over point and ask administration staff to follow up and send out the replacement staff member promptly. Until such time the original staff member is not to leave their designated zone and is to continue to remain outside and vigilant until the replacement staff member has arrived in a timely and efficiently manner.

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 for a short period of time at any stage during a lesson, they can speak with their fellow classroom teacher as they co-work in double classrooms. Should a teacher need to leave their room for an extended period of time they need to first discuss the matter with the Vice Principal. The teacher should then wait until another staff member has arrived at the classroom to supervise their 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

- the Department's PAL - Policy and Advisory Library:
 - [Supervision of Students](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)
 - Bullying Policy
 - Student Wellbeing and Engagement Policy

Yard Duty and Supervision Policy Review

This policy was updated on:

Date: May 2023

Evaluation and Review: May 2024

Principal Signature