

YARD DUTY AND SUPERVISION POLICY



PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Frankston Heights 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Frankston Heights Primary School onsite supervision by school staff commences at 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students. School staff supervise students from 8:50am in the classroom before the learning program officially commences at 9am. At the end of the school day class teachers remain on duty until 3:40pm.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Frankston Heights Primary School outside of these hours. Families will be encouraged to contact Camp Australia on 1300 105 343 or refer to <https://campastralia.com.au> for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or Assistant Principal 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 Assistant Principal 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 Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

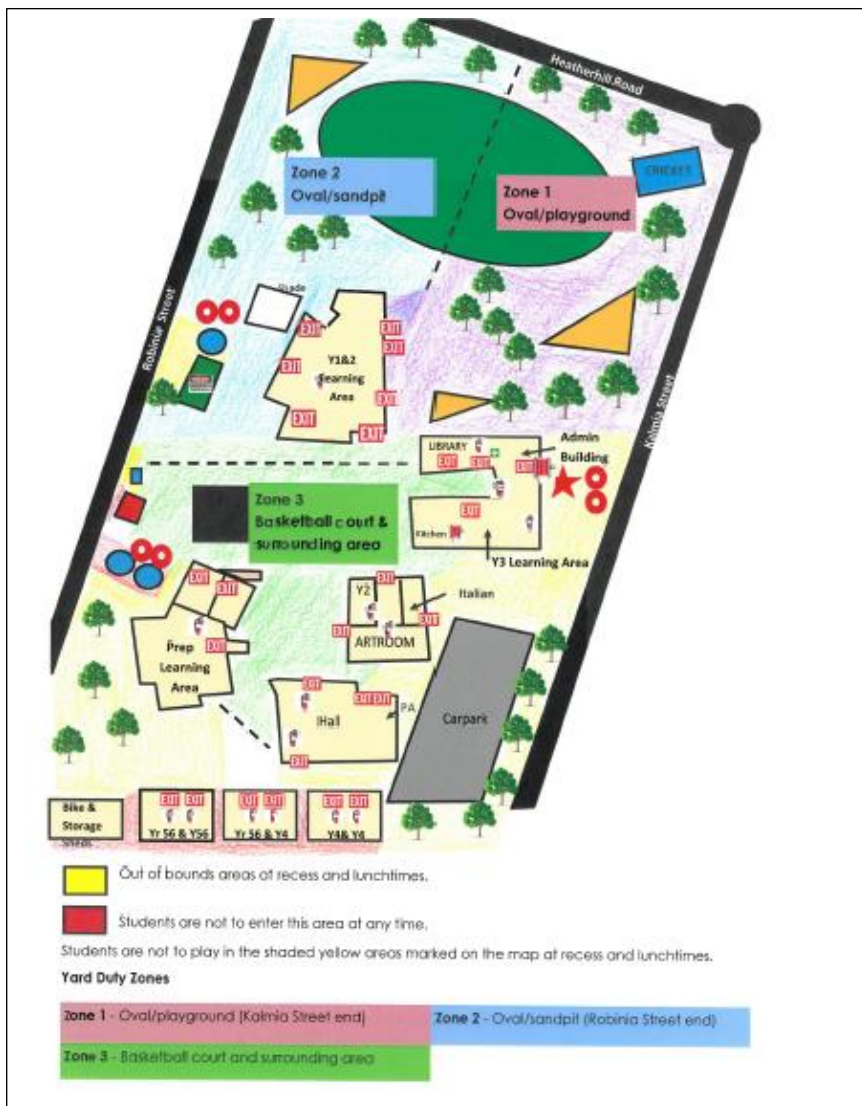
All staff at Frankston Heights Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Frankston Heights Primary School, staff will be rostered to supervise designated areas in the yard as documented in the yard duty timetable.

Yard duty zones

The designated yard duty areas for our school are:

Zone	Area
Zone 1	Oval/playground (Kalmia Street end)
Zone 2	Oval/sandpit (Robinia Street end)
Zone 3	Basketball court and surrounding area



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored at the main office
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored at the main office
- be familiar with the yard duty information pack containing student health and safety information. The yard duty folder will be stored at the main office.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- 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 Behaviour Management Policy and Procedures
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Sentral

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving 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 Assistant 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 Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

Classroom

The classroom/specialist 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 a neighbouring teacher and/or the Assistant Principal 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

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 Assistant Principal 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.

Unauthorised student departure from school

If a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security management Branch, telephone 9589 6266 (24 hour service).

Early departure of students prior to dismissal time

Students must be signed out of the school if departing prior to dismissal time.

Students departing school early are collected from the Administration Office. Early departures will be recorded on Sentral by the Administration Office.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person 16 years and over.
- No students will be sent home on their own outside of normal dismissal time.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available on the school website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Reminders in the school newsletter
- Made available in hard copy from school administration upon request.

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

Policy last reviewed	August 2022
Approved by	Principal
Next scheduled review date	August 2024

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