



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 Wimba 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Wimba Primary School's grounds are supervised by school staff from 8:35am until 3:20pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through notifications on our school website and regular reminders in our newsletter that they should not allow their children to attend Wimba Primary School outside of these hours. Families will be encouraged to contact the school office, 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 nominee staff member will, as soon as practicable, follow up with the parent/carer to:

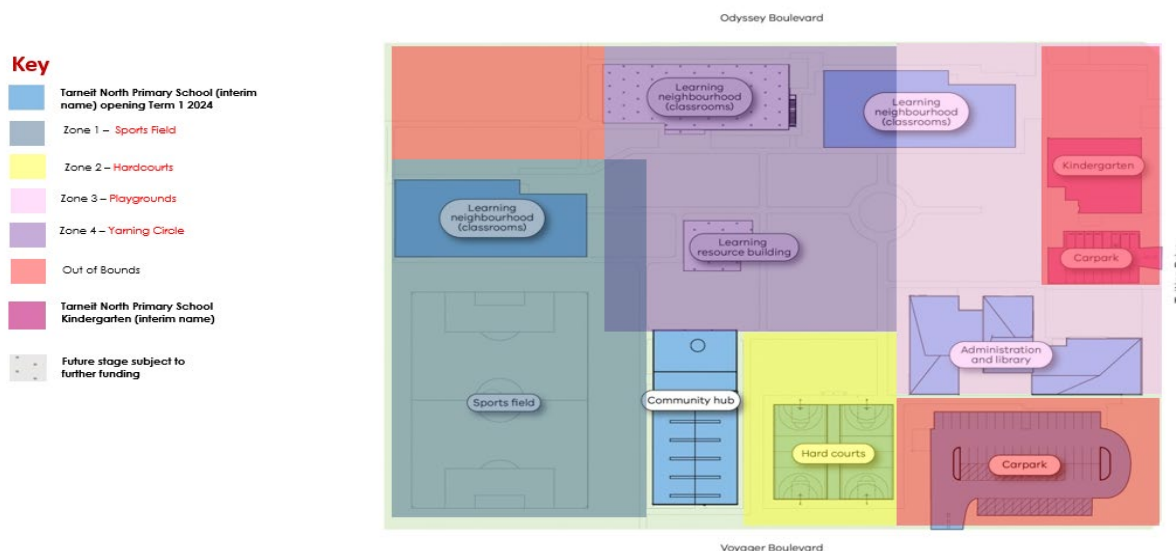
- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

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 (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care, and protection of the student.

Yard duty

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



The Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Wimba Primary School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school (as at insert date Term 1, 2024) are

Zone	Area
Zone 1	Sports Field
Zone 2	Hardcourts
Zone 3	Playgrounds
Zone 4	Yarning Circle

N.B: Areas of the school under construction will be fenced off and actively patrolled by yard duty teachers. Workers on-site will be physically separated from students and where required to attend school grounds will be required to abide by the schools Visitors Policy.

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. All staff will be provided with their own vest with their name on it and stored in their office
- Always carry a yard duty first aid bag and mobile phone during supervision. Staff will be provided with their own first aid bag which will be stored in the staff rooms.
- Be familiar with the yard duty information pack containing student health and safety information, this will be stored in the first aid room.

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 supervision of all students paying particular attention to obscured areas, play equipment and toilet facilities
- 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
- 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 incidents on Compass
- Education Support Staff provide weekly supervised lunchtime activities for students

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 Daily Organiser/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 Daily Organiser/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 or call Daily Organiser/Assistant Principal 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.

Education Support Staff running lunchtime activities need to remain with the activity until it is concluded and return any items that may have been used for the activity when it is completed.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a student is asked to leave the room as a behavioural consequence in accordance with the student Wellbeing and Engagement Policy, they need to be accompanied by another student and an explanation sent to the teacher receiving the student via a note or call.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact 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 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 [Excursions Policy](#).

Digital devices and virtual classroom

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

Wimba 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 in one of the Learning Neighbourhoods.

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

- student attendance will be monitored by a daily check in on Webex – absenteeism will be recorded and communicated to parents via Compass.
- 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.

Other areas requiring supervision

Children visiting the toilet facilities during class time always need to be accompanied by another student. The teacher will keep a record of the students who are at the toilets.

If a student needs to attend the Office, they will also need to be accompanied by another student.

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
- included as a reference in our school newsletter each term
- 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 at the beginning of each term 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

Policy last reviewed	May 2023
Approved by	Principal
Next scheduled review date	May 2024 – to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter.

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