
ESSEX HEIGHTS PRIMARY SCHOOL **YARD DUTY 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 Essex Heights 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

Essex Heights Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be available to supervise the southern play areas of the school and the front entrance of the school.

Parents and carers should not allow their children to attend Essex Heights Primary School outside of these hours. Families are encouraged to contact OSHC - Paul Davies on 9807 2615/ 0417 941 986. Refer to <http://essexheightsps.vic.edu.au/page/90/Before-&-After-School-Care> 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 the out of school hours care (OSHC) 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

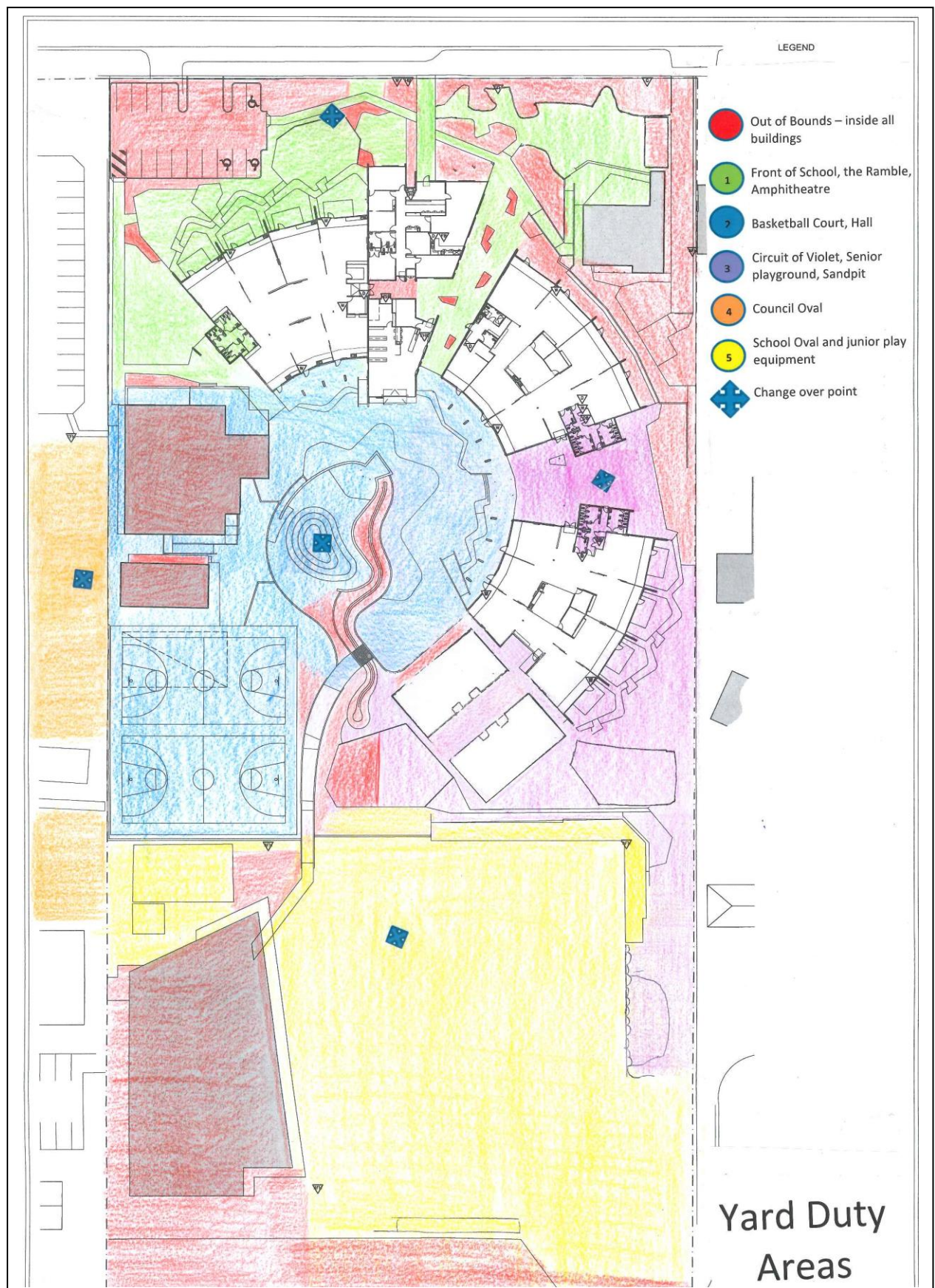
All staff at Essex Heights Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal [or nominee] is responsible for preparing and communicating the yard duty roster on a regular basis. At Essex Heights Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as at Term 1, 2019) are:

Area		Recess	Lunch
	1	Front of School, the Ramble & Eucalyptus toilets	Front of School, the Ramble & Eucalyptus toilets
	2	Stadium toilets, Year 1/2 playground, Basketball Court, Hall precinct	Stadium toilets, Year 1/2 playground, Basketball Court, Hall precinct
	3	Circuit of Violet including Senior playground, portables, Banksia and Violet toilets	Circuit of Violet including Senior playground, portables, Banksia and Violet toilets
	4	School oval, Sandpit, Fitness circuit and Chicken coop	School oval, Sandpit, Fitness circuit and Chicken coop
	5		Council oval (Year 5/6 only) and verge (Years 4 – 6). Blow whistle to vacate 5 mins prior to end of lunch.
	6		Library (Monday – Thursday)
	PSD Room		

Map of Yard Duty areas:



School staff must wear a provided safety/hi-vis vest and carry a first aid bum bag whilst on yard duty. Safety/hi-vis vests will be stored in classrooms and the First Aid Centre.

During yard duty, supervising staff must:

- Methodically move around the designated zone, including toilet blocks, to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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 relevant disciplinary measures set out in our school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass
- 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.

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 a relieving or the next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/call the Assistant Principal, and not leave the designated area until a replacement staff member has arrived.

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 at any time during a lesson, they should first contact the Year Level Coordinator for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the 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. 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

- School Policy and Advisory Guide:
 - Supervision
 - Duty of Care
 - Child Safe Standards
 - Visitors in Schools

REVIEW CYCLE

This policy was last updated May 2019 and is scheduled for review January 2019. This policy will also be updated if significant changes are made to school grounds that require a revision of Essex Heights Primary School's Yard Duty and Supervision Policy.

George Perini

Kristen Steer

Principal

School Council President

School Council – May 2019