

# Yard Duty and Supervision Policy



## Help for Non-English Speakers

If you need help to understand the information in this policy, please contact Laurimar Primary School on 97177100

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Laurimar 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

Laurimar 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.

School staff will supervise the main school gates before and after school.

Parents and carers will be advised regularly through the Newsletter and Compass of the supervision times and reminded that they should not allow their children to attend Laurimar Primary School outside of these hours. Families will be encouraged to contact OSHC directly on 9717 7100 or refer to [Laurimar Primary School](#) for more information about the Out of School Hours 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 zones

The designated yard duty areas for our school as of Term 1, 2022 are:

Zone	Area
Zone 1	Oval
Zone 2	Canteen
Zone 3	Soccer Pitch East
Zone 4	Soccer Pitch West
Zone 5	Assembly Area
Zone 6	Bat Tennis / Grade 6 Coverway
Zone 7	Prep Playground
Zone 8	Library
Zone 9	Supervised Walk & Talks



## Walk & Talk

Walk and Talk are supervised by LPS staff during Recess and Lunch times when weather permits. Students are taken on a walk around the estate on the walking paths by staff and the welfare dog/s. Generally, Walk and Talk is offered to students who:

- may be struggling socially in the yard
- require another option for recess/lunch to chat with friends or staff member/s
- may benefit, as recommended by their teacher (e.g. Separation in the yard and or some time out to reflect on their behaviour)
- would like some physical activity

Walk and talk is associated with the Clubs program, however the school would like to acknowledge this initiative as also part of the Yard Duty & Supervision.

Students who attend the Walk and Talk, are covered by the local excursion parent/carer permission form signed on enrolment. Staff who supervise Walk and Talk carry a yard duty bag with general first aid items including an EpiPen and must carry their personal mobile phone. We ensure the ratios are in line with the department excursion recommendations 1 adult to 20 students.

## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Staff are responsible for their own safety/hi-vis vests
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the black box at the staffroom door.
- carry their personal mobile phone
- be familiar with the yard duty information pack containing student health and safety information stored in the First Aid Room. 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)
- ensure students remain in their designated year level zones if required (ie. Prep Playground, 1/2 Playground & 3/6 Playground)
- 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 Welfare & Engagement policy on the school's website: [Laurimar Primary School](#).
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on the note pad, Compass Chronicle and or [Edusafe](#) if required.

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 or Office 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 or Office, 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 call 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 teacher is responsible for the supervision of all students in their care during class.

If students leave the classroom with permission, teachers must keep a visual on the student, notify teaching buddy (do not leave students unsupervised) and notify the office/Principal Team immediately.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their teaching buddy or the office 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

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

Laurimar 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.

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

- student attendance will be monitored daily on Compass roll
- 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

When the library is open during lunchtimes for students, there is a teacher allocated for supervision. Students are not permitted in the library or any classroom without adult supervision.

Classes moving between classrooms to Expressive Ed classes will be supervised by either the classroom teacher or Expressive Ed teacher. Expressive Ed Staff will open doors in the morning at 8:45 if Planning for that particular occurs in the first session. Classroom teachers will pick up and drop off students in between sessions 1/2 and 3/4. At the start of the day or after lunch, Expressive Ed will complete the roll.

Students going to the toilets must ask a teacher first before leaving the classroom and then go in threes. This is also the case for students taking messages or items around the school.

## 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 as a reference in our school Newsletter
- 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: [Laurimar Primary School](#).

## 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](#)

## REVIEW CYCLE

This policy was last updated in **July, 2022** and is scheduled for review in **June, 2024**. This policy will be reviewed as part of the school's review cycle. This policy will also be updated if significant changes are made to school grounds that require a revision of Laurimar Primary School's yard duty and supervision arrangements.