

Yard Duty and Supervision



Help for non-English speakers

If you need help to understand the information in this policy please contact the School Administration Office on 55719295.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Hamilton (Gray St) 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

Hamilton (Gray St) Primary School's grounds are supervised by school staff from 8:35am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the collection points on Kennedy Street (top of school near French Street) and Kennedy Street (bottom of the school near Gray Street).

Parents and carers will be advised through the school newsletter that they should not allow their children to attend Hamilton (Gray St) Primary School outside of these hours. Families will be encouraged to contact the YMCA Ballarat on 0447 710 331 or refer to www.yballarat.org.au for more information about the 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

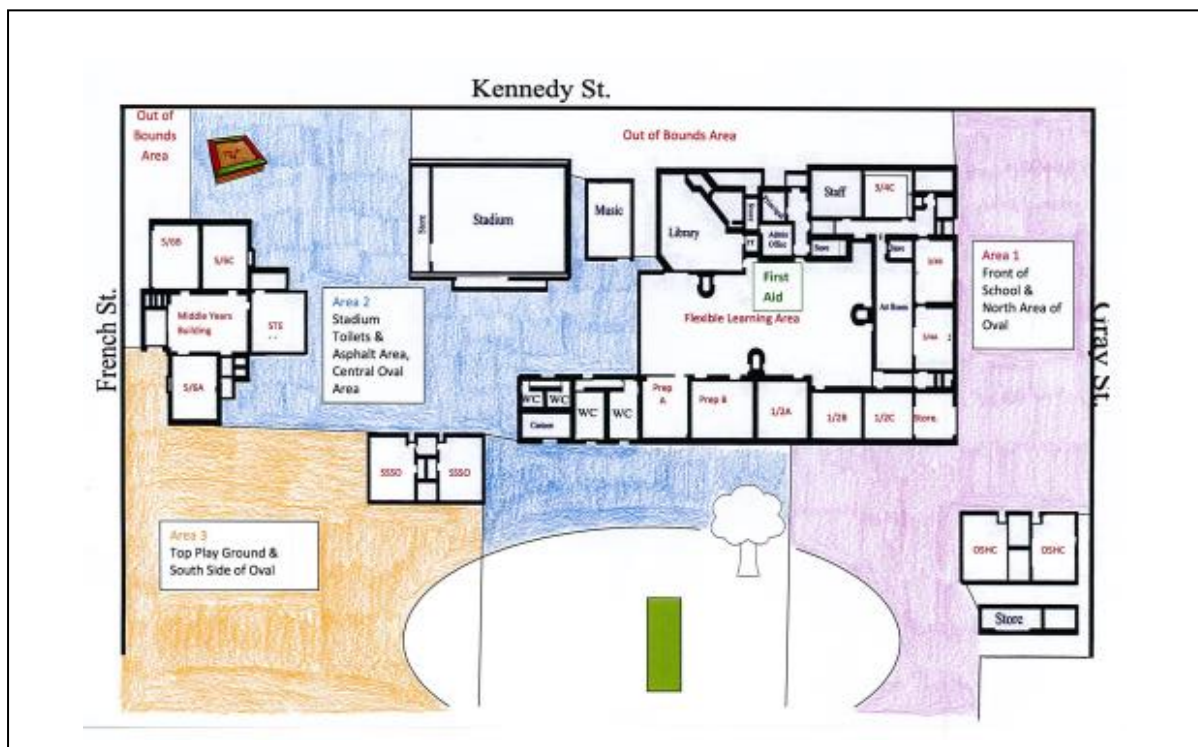
All staff at Hamilton (Gray St) Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Hamilton (Gray St) Primary School, school staff will be designated a specific yard duty area to supervise as outlined on the Yard Duty Roster.

Yard duty zones

The designated yard duty areas for our school are:

Zone	Area
Zone 1	Front of School (Gray St) / North Oval Area
Zone 2	Stadium / Asphalt / Central Oval Area
Zone 3	Top Playground (French St) / South Oval Area



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Each staff member is allocated their own safety/hi-vis vests. Spare vest are located in the Staffroom.
- Direct any injured student to First Aid, accompanied by another student, when treatment is required.
- Be familiar with the yard duty information pack containing student health and safety information stored in the First Aid Room (a copy is also available from the Administration 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)
- ensure students remain in their designated year level zones ~~(where applicable)~~
- 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 (staff on First Aid duty to complete administration documents and notify parents where required)
- log any incidents or near misses as appropriate on eduSafe Plus as soon as practically possible (must be on day of injury, incident or near miss)

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 Principal or Learning Specialist 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 Principal or Learning Specialist 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/call Principal, etc 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 a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact either the Principal or a teacher in an adjacent classroom 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

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

Hamilton (Gray St) Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, specific arrangements will be put in place on a case-by-case basis to ensure the students will be supervised.

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

- student attendance will be monitored by classroom teachers on a daily basis and where multiple classes take place, during each scheduled class
- 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

Hamilton (Gray St) Primary School runs various clubs at different times of a school week, these include but are not limited to:

- Art Club and Art Extension (Art Room)
- Library open during lunchtimes
- Choir (Music Room)

These activities (and any others) are supervised sessions and do not take place without a teacher being present.

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 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	22 nd March 2023
Consultation	Policies and Communication Sub-committee 23 rd June 2022 This policy was approved by School Council on 22 nd March 2023.
Approved by	Ben Kelson - Principal
Next scheduled review date	March 2025

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