YARD DUTY AND 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 Lang Lang 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

Lang Lang 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 James St and Westernport Rd entrances, the school bus loop and the basketball court/quadrangle.

Parents and carers should not allow their children to attend Lang Lang Primary School outside of these hours. Families are encouraged to contact Westernport Child Care on 03 5997 5887 or refer to www.westernportchildcare.com for more information about the before and after school care facilities available to our school community.

If a student consistently 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)
- 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.

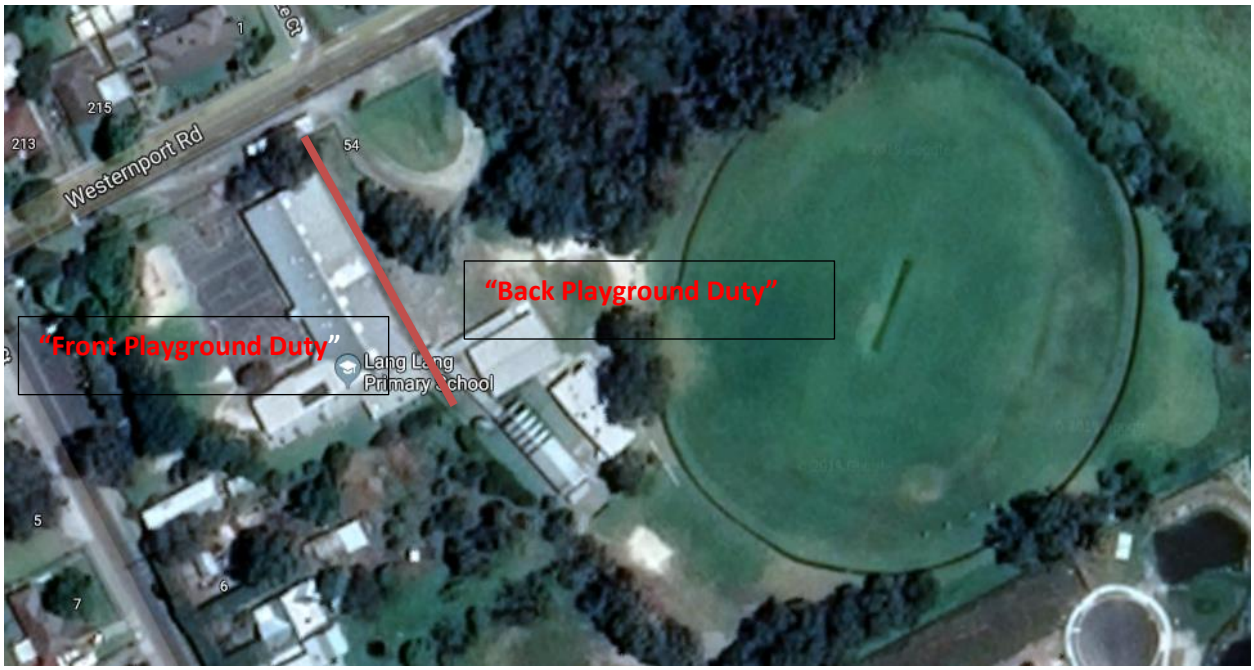
School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

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

The principal or nominee [or alternative nominee] is responsible for preparing and communicating the yard duty roster on a regular basis. At Lang Lang 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 3, 2019 are outlined below and include two zones. The "Back" which encompasses the stage area and sports oval. The 'Front' area encompasses the basketball quadrangle and sandpits.



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staff room.

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

During yard duty, supervising staff must:

- methodically move around the designated zone ensuring that all areas are regularly supervised.
- 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 using the agreed Playground Behaviour Support Processes and practices set out in the 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 the Google Drive.
- if being relieved of their yard duty shift by another staff member, 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 must arrange to swap with another staff member.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office but should not leave the designated area until the relieving staff member has arrived in the designated area.

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 their teaching buddy or office [insert procedure, i.e. front office/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, including when external providers are engaged to conduct part or all of the activities. 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 in September, 2019 and is scheduled for review in September, 2010. This policy will also be updated if significant changes are made to school grounds that require a revision of Lang Lang Primary School's Yard Duty and Supervision Policy.