



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Ivanhoe Primary School on 9499-1880.

PURPOSE

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

SCOPE

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

Ivanhoe Primary School's grounds are supervised by school staff from 08:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Zones 1-4 are supervised from 8.45-9.00am and 3.30-3.45. Any students not collected by 3.45pm wait in the school office area whilst admin staff contact parents. Students who are not collected or no other arrangements can be ascertained will be sent to the before and after school care program.

Parents and carers will be advised through [insert how your school advises parents/carers about before and after school supervision] via our school website, regular reminders in our newsletter and Compass that they should not allow their children to attend Ivanhoe Primary School outside of these hours. Families will be encouraged to contact

The OSHC Coordinator on 9499-5226 for information about 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.

Students who wish to attend school outside of these hours are encouraged will be expected to attend Out Of School Hours Care.

Yard duty

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

The Assistant Principal] is responsible for preparing and communicating the yard duty roster on a regular basis. At Ivanhoe Primary School, school staff will be designated a specific yard duty area to supervise OR insert other basis for organisation of yard duty at your school.

Yard duty zones

The designated yard duty areas for our school Term 1, 2022 are highlighted on the map below.



Zone	Area
Zone 1	Admin building down to Tree House

Zone 2	Tree house playground, canteen, Year 1 building walkway, Italian classroom area.
Zone 3	Oval, basketball court
Zone 4	Soccer pitch and surrounds

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Each teacher has been provided with their own Safety/hi-vis vests and spare hi-vis vests are stored in the office area on hooks with yard duty first aid bags
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in office area on hooks with yard du
- Be familiar with the yard duty information pack containing student health and safety information stored [insert location if your school keeps a pack/folder of any information relating to student health and safety such as frequent absconders, parents who pose a serious risk to safety etc, or delete this point if you don't have this kind of pack/folder]
- [insert any other equipment used at your school]

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
- 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 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 in a Yard Duty book and also on Compass Sick Bay Chronicle

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.

It is the responsibility of the supervising staff member to be on time for duties, to complete all duties actively and to organise to swap duties with another staff member if they will be on an excursion or away from school for planned professional learning. If the supervising staff member is unable to conduct yard duty at the designated time due to other extenuating circumstances, 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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to 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 a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact Year Level Coordinator or neighbouring teacher 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 supervising staff 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

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

Ivanhoe 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
- 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 Assistant 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.

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**
- **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 regularly 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](#)
 - [School Based Apprenticeships and Traineeships](#)
 - [School Community Work](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	Principal
Next scheduled review date	July 2024
	Mandatory minimum review cycle for this policy is 2 years

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