

MOORoopNA PARK PRIMARY SCHOOL NO. 5088

Policy Statement: MANAGEMENT – YARD SUPERVISION POLICY

Responsibility: Principal and Staff

This Policy was last ratified by School Council in 2022.

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Mooroopna Park 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

Mooroopna Park Primary School's grounds are supervised by school staff from 8:30am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Mooroopna Park Primary School outside of these hours. Families are encouraged to contact Mooroopna Primary School on 5825 2060 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 an out of school hours care 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 Mooroopna Park Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The leadership team is responsible for preparing and communicating the yard duty roster on a regular basis. At Mooroopna Park 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 2, 2020) are:

Zone	Area
Zone 1	East Side of school (includes Hayshed, Senior playground equipment and oval)
Zone 2	West Side of School (includes middle and junior playgrounds and tennis court area)



School staff must wear a provided safety/hi-vis vest whilst on yard duty.

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 and consistently move around the designated zone ensuring to visit unsighted areas frequently
- be alert and vigilant

- wear a hi-vis vest whilst on yard duty. Each teacher has their own and spare vest are available in the staff room.
- 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 Mooroopna Park Primary School's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable using the supplied first aid bum bag.
- In addition, Level 2 first aid trained staff members will be responsible for the first aid room during recess and lunch times where needed
- Yard Duty staff members will deal with student behaviour and inform classroom teachers of any issues. These will be logged into UeducateUs and notify the Principal or Assistant Principal if needed.
- log any incidents or near misses as appropriate onto UeducateUs
- 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 Principal or 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 front office or Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next 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 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.

It is each teacher's responsibility to implement the following to ensure they are meeting their legal duty of care when on scheduled yard duty:

- arriving on time to scheduled timetabled yard duty responsibilities
- acting appropriately to protect a student who claims to be bullied
- supervising the line-up of students after the bell has sounded
- instructing a student who is not wearing a hat to play in the shade
- to not ignore dangerous play or respond to student concerns

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 school 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

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

Mooroopna Park 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 in the library where students will undertake virtual and remote learning while at school.

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

- student attendance will be monitored
- 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.

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

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](#)

Evaluation:

To be reviewed as part of the school's three year review process.

This policy was last ratified by School Council in....

November 2022