

# YARD DUTY AND SUPERVISION POLICY (PRIMARY SCHOOLS)

## 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 Carlton North Primary School, including education support staff, casual relief teachers and visiting teachers.

All Carlton North Primary 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. They follow clear procedures for responding to accidents or incidents in the playground and learning areas.

## POLICY

### **Before and after school**

Carlton North Primary School's grounds are supervised by school staff from 8.50am until 3.40pm.

Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending before or after school care, or a pre-arranged supervised activity (i.e. sports practice).

Families are encouraged to contact the school office on (03) 9347 4822 or refer to <http://www.carltonnthps.vic.edu.au/out-of-school/> for more information 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, it is recommended that the classroom teacher or supervising teacher on yard duty take the student to the school office for supervision while they or the office staff:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts

If the parents/carers or emergency contacts are not accessible then the school may:

- 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.

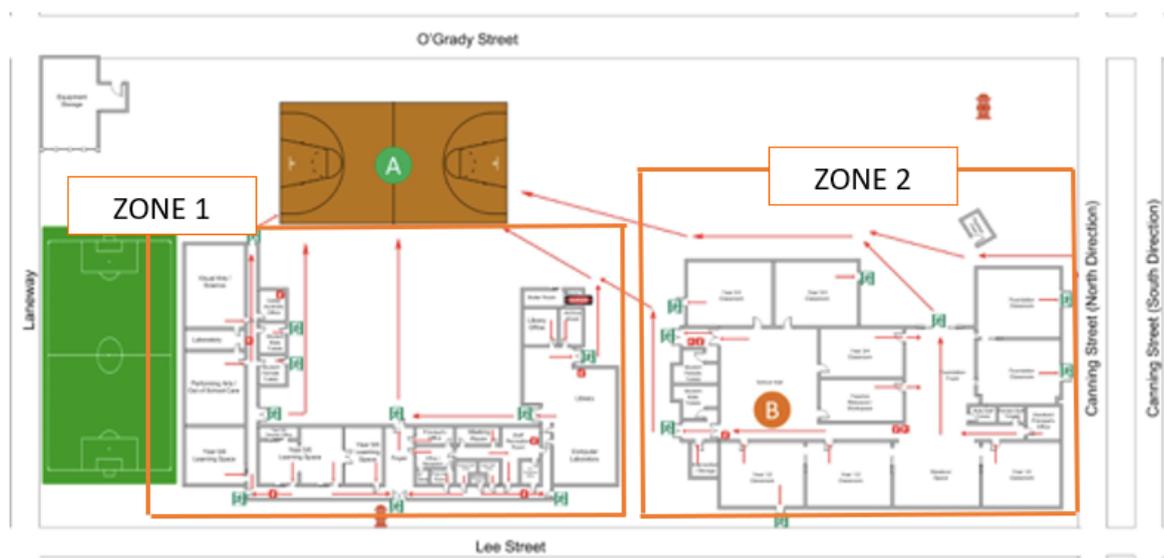
## Yard duty

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

The principal and/or assistant principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Carlton North 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 4, 2020 are:

Zone	Area
Zone 1	Around cream building
Zone 2	Around red building
'Yellow Duty'	As required for individual students



School staff must wear an orange provided safety/hi-vis vest whilst on yard duty and carry a First Aid kit. Staff rostered on for 'yellow duty' (monitoring designated students with additional needs) must wear a yellow provided safety/hi-vis vest. Safety/hi-vis vests and kits will be stored in the First Aid room.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. Replacement will occur on the O'Grady St side of the school.

During yard duty, supervising staff must:

- methodically move around the designated zone and actively supervise all students within the area. (Staff supervising Zone 1 are to make their presence felt to students playing on the school oval by predominantly roving across the oval to maintain a visual down both sides of the school and occasionally, circling the cream building.)
- 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 Carlton North Primary School's *Consequence Flow Chart*
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass, and inform leadership and teachers of students involved
- 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 Principal 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/staffroom 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.

## **Classroom**

The classroom or specialist teacher is responsible for the supervision of all students in their care during class. No students or students should be left unattended, including learning spaces, common spaces such as the library and playground. All staff must ensure that they are not on their own with a student in an enclosed space or out of line of sight from another adult.

It is not appropriate to leave students in the care of education support staff, external providers (e.g. incursion staff), parents or pre-service teachers (at law, the duty of care cannot be delegated). If a student is attending a scheduled therapy session with an allied health professional, they must remain in line of sight of a teacher at all times.

It is not appropriate to leave students in the care of external education providers, for example in-school visitor (at law, the duty of care cannot be delegated). Where the school has contracted an external provider (e.g. registered training organisation), then a DET approved contractual agreement needs to be signed by the school and other provider.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Principal or Assistant Principal, or contact the teacher in an adjoining learning space, for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

No student should be left unsupervised outside the learning space as a withdrawal consequence for misbehaviour. Withdrawal is to be conducted by sending a student to a colleague's learning space, contacting them first to alert them that the student is on their way accompanied by two other students. If the Principal or Assistant Principal are required to supervise a student who is withdrawn from class, the teacher in charge should contact the Principal or Assistant Principal by phone.

### **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**

- CNPS website:
  - Duty of Care
  - Child Safe Standards
  - Camps and Excursions
  - Visitors in Schools

### **REVIEW CYCLE**

This policy was last updated on 14th September 2021 and scheduled for review in 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Carlton North Primary School's Yard Duty and Supervision Policy.