



Help for non-English speakers

If you need help to understand the information in this policy please contact (03) 5281 3291 or email [shelford.ps@education.vic.gov.au](mailto:shelford.ps@education.vic.gov.au)

## 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 Shelford 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

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

Shelford Primary School grounds are supervised by school staff from 8:45am 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 Shelford Primary School outside of these hours.

Parents and carers will be advised through our communication portal and face to face communication, that they should not allow their children to attend Shelford Primary School outside of these hours. Families will be encouraged to contact the Principal for more information about the before and after school care facilities available to our school community.

If a student arrives at the school before supervision commences at the beginning of the day, the Principal or nominee 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 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**

Staff at Shelford Primary School are expected to assist with yard duty supervision and will be included in term timetables.

The Principal is responsible for preparing and communicating the yard duty roster on a regular basis.

Staff who are rostered for yard duty must remain on duty until they are replaced by a relieving teacher.

There is one designated yard duty area for our school as at Term 1, 2022. This area encompasses the whole school site.

## **Yard duty equipment**

School staff must:

- Wear a broad brimmed hat during Terms 1 & 4
- Carry the school mobile whilst on yard duty

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

## **Yard Duty Responsibilities**

Staff rostered on to do yard duty for the first half of either recess or lunch, must supervise all students in the classroom for 10 minutes (maximum) to enable them to eat uninterrupted. Staff will then dismiss both classes and move outside to continue yard duty.

In the event of an inclement weather timetable, staff on duty must ring the hand bell, indicating all students must return to their classrooms. Staff are responsible for supervising students indoors during this time.

During yard duty, supervising staff must:

- methodically move around the designated zone
- 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 our *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- Document any incidents or near misses as appropriate.

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 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 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 School Office, 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 class teacher is responsible for the supervision of all students in their care during class.

For specific protocols for the school in regard to student expectation and behaviour and the role of the supervisor please see our *Student Wellbeing and Engagement Policy*.

If a teacher needs to leave the class unattended at any time during a lesson, they should first contact the Principal 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 is 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 and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#)

## **Digital devices and virtual classroom**

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

Shelford 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 in the breakout space within the classrooms or in the Learning Hub.

### 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
- 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.

### 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](#)

### Review period

Policy last reviewed	24 <sup>th</sup> August 2022
Approved by	Principal
Next scheduled review date	24 <sup>th</sup> August 2024

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