



# Numurkah Primary School

## Yard Duty and Supervision Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact Numurkah Primary School office on 5862 1426.

## 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 Numurkah 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

Numurkah Primary School's grounds are supervised by school staff from 8.45 a.m. -9.00 a.m. before school and 3.20 – 3.40 after school. Outside of these hours, school staff will not be available to supervise students. Although staff are at school earlier in the morning and later in the afternoon they are usually involved in classroom preparation or meetings. Families are encouraged not to send their children to school before 8.30am. For more information about before and after school care facilities available to our school community families need to contact the principal on 03 58621426.

If a student arrives at school well before supervision commences at the beginning of the day, the principal or nominee staff member will 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
- and in areas of grave concern the school may 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.

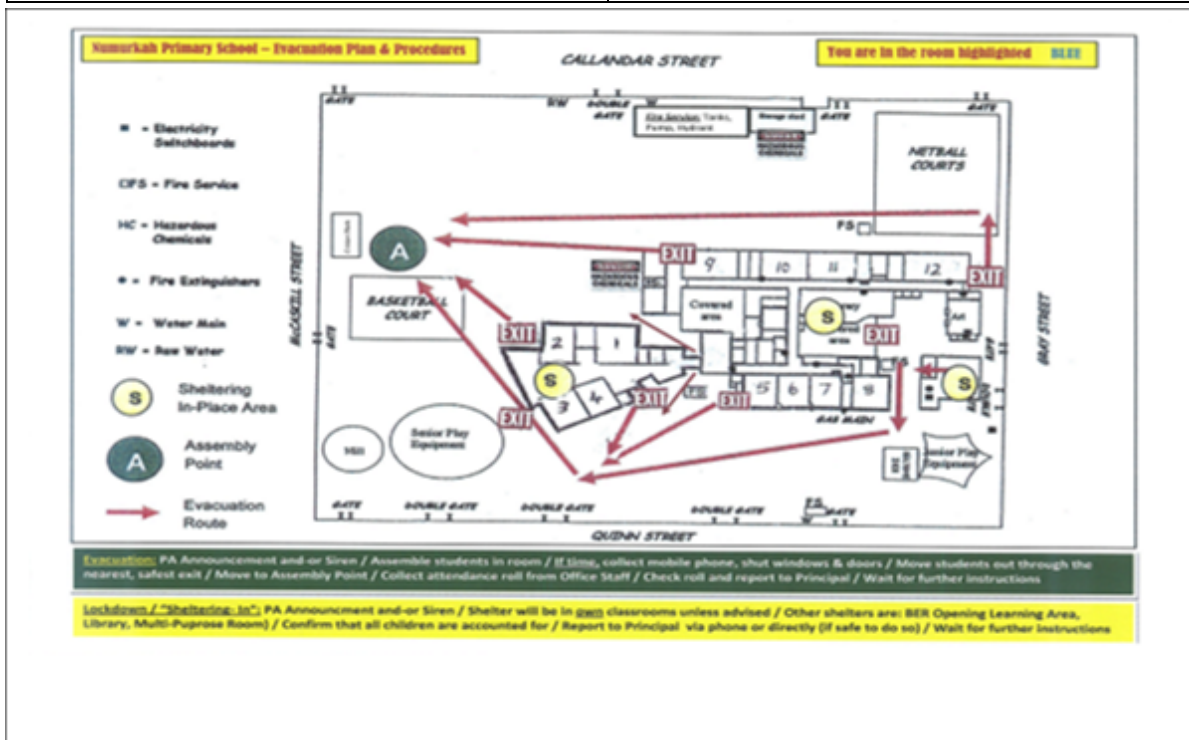
### Yard duty

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

The principal or an experienced teacher is responsible for preparing and communicating the yard duty roster on a regular basis. At Numurkah 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 1, 2018 are known as the North and South zones of the school.

South – front of school	North – back of school
Includes:  Junior and Senior Playgrounds,  Canteen, Library Courtyard, Area beside MPR and Art room to the netball court.	Includes:  Basketball court, oval, toilet block, netball courts and sports shed and vegie garden area



## **Yard duty equipment**

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 along with a small back pack containing first aid equipment such as bandaids and school medical and inside passes.

## **Yard duty responsibilities**

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 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 as appropriate on Compass
- 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 or let the office know 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 or Principal, 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 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 office or 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 and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions. 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.

#### Digital devices and virtual classroom

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

#### 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.

#### Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

### 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](#)

### POLICY REVIEW AND APPROVAL

Policy last reviewed	Oct 2022
Approved by	Principal
Next scheduled review date	Oct 2023

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