

# Yard Duty Policy

## **1. Rationale-**

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.

## **2. Purpose of Policy-**

This policy ensures that all school staff understand their supervision and yard duty responsibilities. These responsibilities extend to yard duty undertaken directly before and after school, as well as throughout the school day, in line with the school Yard Duty roster.

This policy applies to all teaching and non-teaching staff at Pakenham Springs Primary School, including education support staff, casual relief teachers and visiting teachers.

## **3. Implementation Guidelines-**

### **Before and after school**

Pakenham Springs Primary School's 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. The supervision times at Pakenham Springs Primary School are communicated to the school community through the School Information Booklet, with regular reminders through Compass and the fortnightly school Newsletter.

Before and after school, there will be three (3) teachers allocated yard duty – one each on the Henry Road, Heritage BLVD and Livingstone BLVD sides of the school. All staff undertaking yard supervision wear hi-vis vests and carry a first aid backpack at all times.

Parents and carers should not allow their children to attend Pakenham Springs Primary School outside of these hours. Families are encouraged to contact OSHClub on 0438 564 038 or refer to [www.oshclub.com.au](http://www.oshclub.com.au) 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 student will be instructed to sit and wait at the office until supervision commences. If this becomes a regular occurrence the office staff 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, office staff or supervising 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)
- contact Victoria Police and/or the Department of Family, Fairness and Housing (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 during school hours**

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

The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Pakenham Springs 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, 2019) are:

<b>Zone</b>	<b>Area</b>
Prep	Sandpit areas, tables outside Art Room and designated Prep play area outside of room 1 & 2.
Garden	Fenced area at front of school, outside of rooms 3 - 8
BBall Courts	Asphalt basketball court area, canteen and playground (shared area)
Eating Area	Concrete area between Library & STEM rooms, perimeter of portables 33-36
Grass Area	Grass oval area behind playground, portables 31 & 32, playgrounds (shared area)

Portables	Asphalt area between staff room and portables 37-44, perimeter of portables 41-44
C Oval	Community oval area at rear of school behind portables and grass area
Courtyard	Inside area between rooms 11 & 12
Inside Areas	Library, Art Room, Comfort Zone & school gym opened at various times throughout the week



School staff must wear a provided safety/hi-vis vest and carry a first-aid backpack whilst on yard duty. Safety/hi-vis vests and backpacks are allocated to each staff member and will be stored in each classroom.

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 move around the designated zone ensuring active supervision of all students
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard

- 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)
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the Pakenham Springs Primary School Student Engagement and Wellbeing policy and the School Wide Positive Behavioural Framework documentation for Pakenham Springs.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate – minor incidents are to be recorded on Compass. Major incidents are recorded on the Yard Withdrawal forms (yellow) and are placed in the drawers provided in the resource room.

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 office staff 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 telephone 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.

## **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 front office, using Skype, 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, 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**

Pakenham Springs 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.

## **4. Communication-**

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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 Information Book
- Made available in hard copy from the school office 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.

## **5. Further Information-**

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- 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](#)

## **6. Evaluation -**

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Policy last reviewed	12 <sup>th</sup> May, 2023
Approved by	Principal
Next scheduled review date	12 <sup>th</sup> May, 2025

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