



## Yard Duty and Supervision Policy

### 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 Rangeview 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

Rangeview Primary School's grounds are supervised by school staff from 8.45am until 3.45pm Monday to Friday during the school terms (excluding student free days). Outside of these hours, school staff will not be available to supervise students.

Before and After school, a yard duty teacher will supervise the area between the South and North buildings from the bollards separating the car park to the Scott Street entrance (Green Mile).

Parents and carers should not allow their children to attend Rangeview Primary School outside of these hours. Families are encouraged to contact OSH Club on 1300 395 735 or refer to <https://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 without an adult age parent/carer, 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.
- attempt to contact the emergency contacts.
- request that the parent/ carer make alternate arrangements.
- If alternative arrangements cannot be made, the student will be placed in the Rangeview Primary School out of hours school care program OSH Club at the expense of the parent/carer.

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 OSH Club at the expense of the parent/carer.
- contact Victoria Police and/or the Department of Families, Fairness and Housing (DFFH 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.

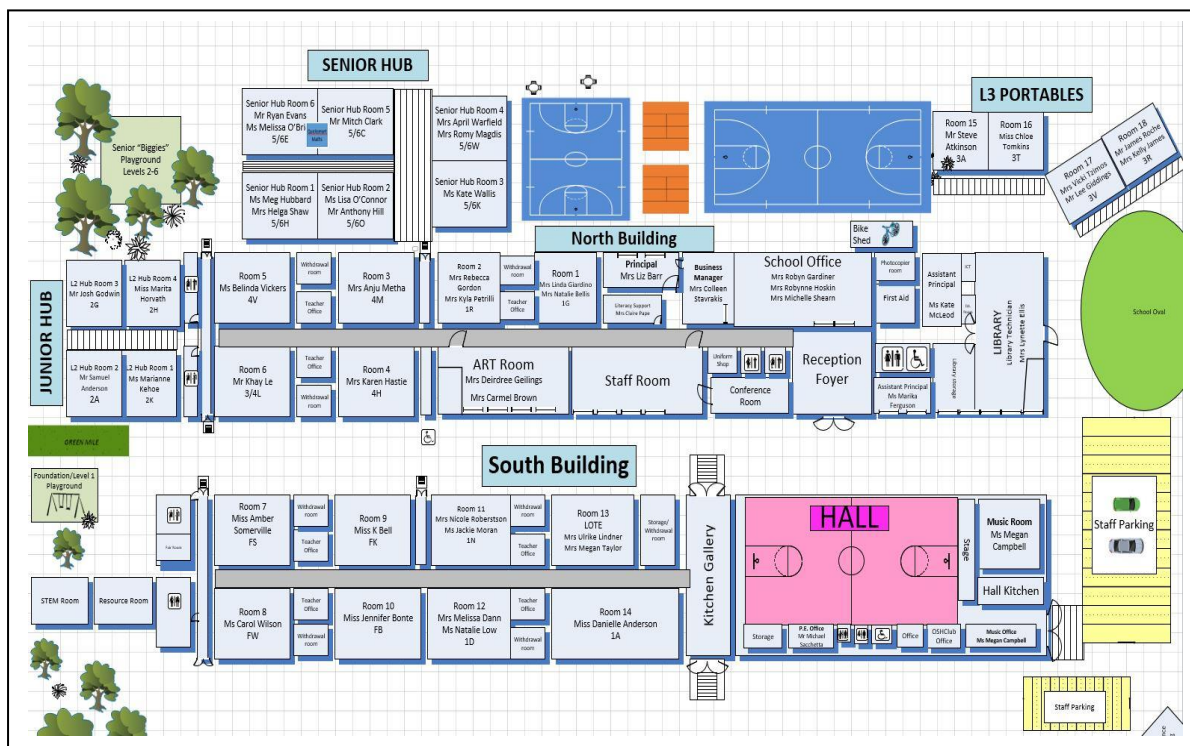
### Yard duty

Most staff at Rangeview Primary School are expected to assist with yard duty supervision and will be included in the weekly timetable.

The principal or Assistant Principal is responsible for preparing and communicating the yard duty timetable on a regular basis. At Rangeview 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 2022 are:

Zone	Area
North	The path between the North building and the Senior Hub, the decking entrance and steps to the senior hub, the blue basketball courts to the school boundary fences, behind the Level 3 Hub and the oval playground.
Oval	The school oval, the front of the level 3 Hub, the banks of the oval and the pathways around the oval (Students are not permitted down the oval banks or in the garden area of the oval during recess and lunch time).
South	The area between the South and North buildings, the Foundation playground and the area between the boundary of the school and the South building. This includes the breezeways and the junior toilets.
West	Around the Level 2 Hub, the Gaga Gaga pits, The Junior playground ('Yellows') and the senior playground ('Biggies'), the chicken and rabbit enclosure, the breezeway and the senior toilets, the asphalt basketball courts and the Munro Street entrance and Fairy Tree near the Senior Hub.



School staff must wear a provided safety/hi-vis green vest whilst on yard duty. Safety/hi-vis vests will be stored on the hooks in the school foyer outside the Assistant Principal's office.

School staff must carrying the satchel labelled either North, South, Oval or West with first aid procedures, emergency procedures and basic first aid supplies including band-aids.

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.
- 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 Rangeview Primary School's *Student Engagement and Wellbeing* policy.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate by notifying the Assistant Principal.
- 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 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 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 call the Assistant 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 Assistant 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, 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.

## **Digital devices and virtual classrooms**

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

If the need arises, Rangeview 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 common areas such as the library and school oval (designated areas determined by the number of students onsite).

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

- student attendance will be monitored by attendance in live lessons and participation in class activities.
- 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.

## **Supervision of students 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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Included in staff induction processes
- Included in our staff handbook/manual
- Discussed at parent information nights where relevant
- Referenced annually in school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library:

- [Supervision of Students](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

## REVIEW CYCLE

This policy was last updated in June 2022 and is scheduled for review in June 2024.

This policy will also be updated if significant changes are made to school grounds that require a revision of Rangeview Primary School's Yard Duty and Supervision Policy.