

YARD DUTY AND SUPERVISION POLICY (PRIMARY SCHOOLS)



Help for non-English speakers

If you need help to understand the information in this policy please contact Carlton North Primary School on (03) 9347-4822.

PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities.

SCOPE

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.

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.

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, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety. ([Short guide to the Child Safe Standards](#))

Before and after school

Carlton North Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

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).

Students who wish to attend school outside of these hours will be expected to report to the out of school hours care supervisor or extra-curricular activity organiser.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Carlton North Primary School outside of these hours. Families will be encouraged to contact Rachel Corben on (03) 9347-4822 or refer to <http://www.carltonthps.vic.edu.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 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, 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 the out of school hours care program (if the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

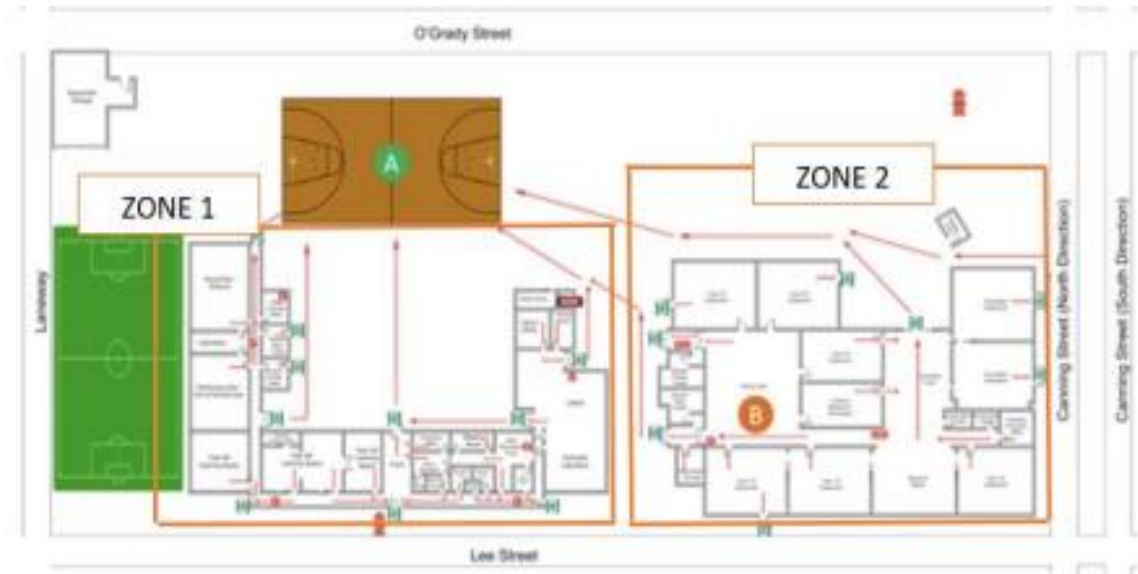
Yard duty

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 zone to supervise.

Yard duty zones - The designated yard duty zones for our school as at Term 3, 2023 are:

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



Yard duty equipment -

School staff must:

- wear an orange provided safety/hi-vis vest whilst on yard duty within zone 1 or 2. Orange safety/hi-vis vests will be stored in individual teacher's rooms with additional/spare orange vests available in the First Aid room.
- wear a yellow provided safety/hi-vis vest whilst on 'yellow duty' (monitoring designated students with additional needs). Yellow safety/hi-vis vests will be kept by individual teacher aides and additional/spare yellow vests will be available in the First Aid room.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the First Aid room.
- be familiar with the yard duty information pack containing student health and safety information stored within the First Aid kit and also on the staffroom and First Aid room walls.

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

Yard duty responsibilities -

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

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students. (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, occasionally circling the cream building.)
- 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 sticker and have signed in (excluding drop off and collection periods)
- ensure students remain in designated year level zones (dependent on time of year - e.g. Foundation students to remain in Zone 2 throughout Term 1)
- 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), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving 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 Principal or Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/staffroom or call Assistant Principal and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

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 a replacement staff member has arrived at the classroom before 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.

Should a student need use of the bathroom during class time, they must attend with another student. The teacher should observe which students are attending the bathroom and monitor their absence and expected return time.

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

Carlton North Primary School follows the Department's Cyber Safety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Carlton North 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 within the library, staffroom or office area.

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

- student attendance will be monitored [parents will notify the school that they intend to complete learning at home due to situations such as missing school during Covid restrictions or VHAP attendance during school absence]
- 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 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.

Other areas requiring supervision

Whenever students move from direct supervision of a Carlton North Primary School staff member (for example, taking a message to the school office or using the bathroom), they are expected to go in pairs.

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
- included in our staff handbook
- included as a reference in our school newsletter each semester
- 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 and parent reminders are sent at the beginning of each semester in our school newsletter.

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	June 2023
Reviewed by	Policy & Education Sub-Committee
Approved by	Principal
Next scheduled review date	June 2025

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 arrangements.