

**Yard duty and supervision policy**

**Purpose**

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

**Scope**

This policy applies to all teaching and non-teaching staff at Camelot Rise 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.

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.

## Before and after school

Camelot Rise 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.

Before and after school, school staff will supervise the school oval and gate on King Arthur Drive. They will also supervise the font gate on Galahad Crescent as well as the Foundation/Prep Playground area. These are the two main entrance/exit points to the school

Parents and carers will be advised through our newsletter and Compass newsfeeds that they should not allow their children to attend Camelot Rise Primary School outside of these hours. Families will be encouraged to contact Camp Australia <https://www.campaustralia.com.au/schools/0868> 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 an out of school hours care program (if available and 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 Camelot Rise Primary School are expected to assist with yard duty supervision and will be included in the [weekly] roster.

The Assistant Principal] is responsible for preparing and communicating the yard duty roster on a regular basis. At Camelot Rise Primary School, school staff will be rostered on to supervise a given area.

**Yard duty Areas**

The designated yard duty areas for our school (as at insert date eg Term 1, 2021) are.

|  |  |
| --- | --- |
| **Area** | **Area** |
| Area 1 | Portables and back of the school |
| Area 2 | Oval and Basketball Courts |

**YARD DUTY ROUTE**

* **First person on yard duty timetable to complete area/route 1 (see map)**
* **Second person on yard duty timetable to complete area/route 2 (see map)**
* **Please check that all gates in your area are closed when on duty (see map)**
* **Change over check point for each area is marked with**

**REMINDERS!**

* Students must stay away from the fence line (at least 1m), stay away from bike shed at recess and lunch
* In Area 1, students must not play beyond seat near the staff car park, car park is always out of bounds for students
* Stranger danger – remind students not to talk to any person outside the school grounds, (even if they are a parent)
* Students must only use sand pit near Foundation playground for digging and playing, Long Jump sandpit is only for Long Jump
* Parents must sign in at the office even if they wish to talk to or give their child lunch.
* Teachers on yard duty MUST deal with all known incidents and communicate this with all involved. Follow up is IMPORTANT.
* Please make sure that you do not walk with other teachers on duty, and you are ON TIME.
* Approach all parents in yard or standing near fence line. Ask them to sign in at the office or to move on.
* Ensure that the Principal or Assistant Principal knows about any major incidences/issues
* Record all yard duty issues THOROUGHLY in the proforma found in the clipboard.

**OVAL**

**OVAL**

Galahad Crescent AREA/**ROUTE 2**

**Check gate is closed**

STAFF

CAR

PARK

BASKETBALL COURT

CAR PARK FOUNDATION

PLAYGROUND

UNIT D

D1 D2

D3 D4

Years Prep - 2

UNIT

STEM

ENTRY

UNIT A

ADMIN LIBRARY

OFFICE

STAFFROOM

↓

Area 2 change over point

⎜ ⎜

EATING AREA

Area 1 change  
 over point

Canteen

STEM

STEM

MPR

Art

Room

COVERED AREA

EATING AREA

UNIT B

B1 B2

B3 B4

Music

Room

STEM

Foyer

**AREA/ROUTE 1**

Buddy Bench

PORTABLE

P7

TYDEMAN ARTS CENTRE

OSHC Camp Aust.

PORTABLE

P8

PORTABLE

P1

PORTABLE

P2

Gazebo

PORTABLE

P6

**Check gate is closed**

PORTABLE

P9

PORTABLE

P10

PORTABLE

P5

PORTABLE

P4

PORTABLE

P3

**Yard duty equipment**

School staff must:

* wear a provided safety/hi-vis vest whilst on yard duty. Staff have safety/hi-vis vests. Spare safety/high vis vests for Casual Relief Staff are stored at the office.
* carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staffroom on the pegs near the bathrooms.
* Be familiar with the yard duty information pack containing student health and safety information stored with the yard duty first aid bags in the staffroom on the pegs near the bathrooms.

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.

During yard duty, supervising school staff must:

* methodically move around the designated zone in a clockwise direction. Education Support Staff will be on duty on the Foundation/Prep playground and the Fellowship Garden area.
* ensure students remain in their designated year level zones
* 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 policy
* ensure that students who require first aid assistance receive it as soon as practicable
* log any incidents or near misses as appropriate in a Yard Duty Book, and 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), 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 shouldcontact the Assistant Principalwith 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 Principalbut 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, either by phone call or with a student 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 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 their Team Leader or the Assistant Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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.

## Digital devices and virtual classroom

Camelot Rise Primary School follows the Department’s [Cybersafety and Responsible Use of Technologies Policy](https://www2.education.vic.gov.au/pal/cybersafety/policy) with respect to supervision of students using digital devices.

Camelot Rise 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 their classroom or the library by the teacher who has organised the activity.

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

* student attendance will be monitored daily
* 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.

## Library

Students at Camelot Rise Primary School have weekly sessions in the library. They will be supervised during this time by a teacher.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their Team Leader or the Assistant Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Bathrooms

Students at Camelot Rise will need to use the bathroom from time to time. When going to the bathroom, students will be sent in pairs.

Students who need further assistance with the bathroom will use the ‘Disabled’ toilet which can be accessed by a ramp. These students will be supervised by an integration aide and assisted where necessary.

**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
* Newsletters
* Hard copies available at the office upon request
* Made available on our school website

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 term in our school newsletter.

**Further Information and Resources**

* the Department’s Policy and Advisory Library (PAL):
  + [Child Safe Standards](https://www2.education.vic.gov.au/pal/child-safe-standards/policy)
  + [Cybersafety and Responsible Use of Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy)
  + [Duty of Care](https://www2.education.vic.gov.au/pal/duty-of-care/policy)
  + [Excursions](https://www2.education.vic.gov.au/pal/excursions/policy)
  + [Supervision of Students](https://www2.education.vic.gov.au/pal/supervision-students/policy)
  + [Visitors in Schools](https://www2.education.vic.gov.au/pal/visitors/policy)

**POLICY REVIEW AND APPROVAL**

|  |  |
| --- | --- |
| Policy last reviewed | 23rd May 2022 |
| Approved by | Principal |
| Next scheduled review date | May 2024 |

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