



YARD DUTY AND SUPERVISION POLICY PARENTS AND STUDENTS



Help for non-English speakers If you need help to understand the information in this policy please contact Cheltenham Primary on **03 8585 3200** or cheltenham.ps@education.vic.gov.au

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Cheltenham 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Cheltenham 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 school, the play yard is supervised by a teacher. After school, the front drop off and pick up area of the school is also supervised by a teacher.

Parents and carers should not allow their children to attend Cheltenham Primary School outside of these hours. Families are encouraged to contact Camp Australia on 1300 105 343 or online at www.campastralia.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 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)
- 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 Cheltenham Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal or alternative nominee, is responsible for preparing and communicating the yard duty roster on a regular basis. At Cheltenham Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as of Term 1, 2023) are outlined in the map provided below.

Zone 1	Upper Oval
Zone 2	Lower Oval / Third out
Zone 3	Synthetic Area



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staff resource room. Staff must also carry a first kit, a mobile phone and a walkie talkie. The teacher on Zone 2 (lower oval) must wear the red vest, carry the epipen pouch, a mobile phone and a walkie talkie.

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
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear or legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- 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 your school's Student Engagement and Wellbeing policy
- ensure that students who require first aid assistance receive it as soon as practicable
- incidents or near misses are logged in CASES 21 by First Aid Officer and/or reported to WorkSafe
- 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 the 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 send a message to the office/call 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 Year Level Leader/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. 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 and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

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 and leadership team will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

Communication

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included as a reference in our school newsletter
- 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 term in our school newsletter.

Further information and resources

- The Department's Policy and Advisory Library (PAL):
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

Policy review and approval

Policy last reviewed	April 2023
Approved By	Principal
Next scheduled review date	May 2025

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