

Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

### Purpose

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

### Scope

This policy applies to all teaching and non-teaching staff at Forest Street 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

Forest Street 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. From 8.45am until 9.00am and again from 3.15pm until 3.30pm each school day staff will supervise in Area 3 from the South and the West entrances.

At scheduled recess times, staff are rostered to supervise areas as per Yard Duty roster. Only areas whereby staff are rostered will be open to students. This arrangement is emailed to each staff member and also displayed for ease of reference.

Parents and carers will be advised through Seesaw, the school's Facebook page and via the newsletter of these arrangements and any changes required.

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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### **Yard duty**

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

The staff member nominated by the Principal is responsible for preparing and communicating the yard duty roster on a weekly or point of need basis. At Forest Street Primary School staff will be designated a specific yard duty area to supervise or first aid duty for those trained to do so.

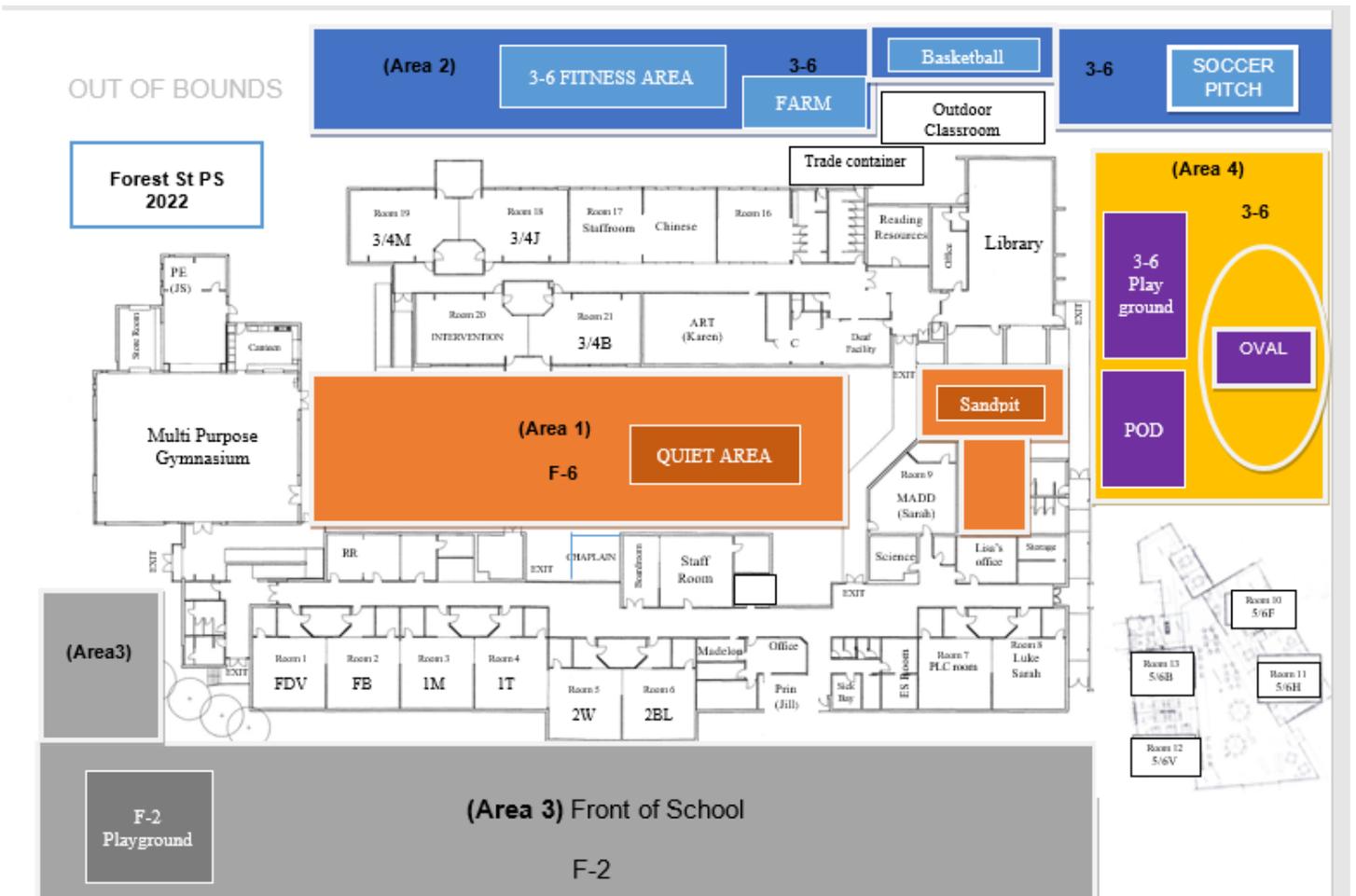
### **Yard duty zones**

The designated yard duty areas for our school (as of Term 1, 2021) are as follows:

<b>Area</b>	<b>Brief description</b>
Area 1 Quiet Area	Middle area of the school between north and Main wing
Area 2	Northern area of the school containing: a fitness area, basketball courts and a smaller oval. Staff also look out to the staff car park.
Area 3	The southern area of the school, looking out to Hancock Street and consisting of a junior playground, a basketball court, grassed area and the Forest Street entrance.
Area 4	The oval, the senior playground, the POD and areas surrounding the playground.

If an unknown visitor to our school poses a threat we would action our lockdown policy.

Otherwise principal class staff would be notified by staff and therefore enquire as to the presence of the unknown visitor.



## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Staff will all be provided with a hi-vis vest, It is the responsibility of staff to request a replacement vest as required.
- wear a Sunsmart hat as per Sunsmart policy whilst on yard duty.
- bring their own folder as provided by the school out to yard duty. This folder contains: any medical alerts, bandaids, gloves, legal/access alerts, a pen, emergency cards for incidents requiring additional support and also exclusive to anaphylaxis, OHS reporting forms and sheets for recording any incidents that are not serious however need reporting.

## 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:

- actively and methodically move around the designated zone to monitor student activity and interact with students to continue to build relationships.
- ensure students remain in their designated year level zones
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- acknowledge students who follow our Positive Learning Behaviours by providing them with an expectoken
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate using the OH&S forms provided in the folder.

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 Yard Duty coordinator or 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 relieving staff member does not arrive for yard duty, the staff member currently on duty should send a student into the office 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.

Incidents are recorded by the teacher on duty and handed to the office manager to add to XUNO.

## Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

Classroom teachers must contact the closest ES staff to ask for assistance if a child leaves the classroom without permission. If no one is available the classroom teacher must call the office to seek support.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the teacher closest to them or the office 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

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

There are times when students may be required to engage in remote or onsite learning. Forest Street Primary School will ensure appropriate supervision of students participating in remote and flexible learning environments while on the school site. In these cases, students will be supervised in a designated area of the school by staff as per roster at the time.

Forest Street Primary School will ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in an appropriate and COVID safe space.

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

- student attendance will be monitored daily by classroom teachers.

- 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 a disability or other additional needs. In these cases, the Assistant Principal will ensure arrangements are made to roster support mainly through Education Support 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.

## **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
- Made available in hard copy from school administration upon request

## **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	October 2021
Approved by	Jillian Burt
Next scheduled review date	October 2023 Minimum review cycle for this policy is 2 years.

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