



YARD DUTY AND SUPERVISION POLICY

TOOBORAC PRIMARY SCHOOL

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 Tooborac 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

Tooborac 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.

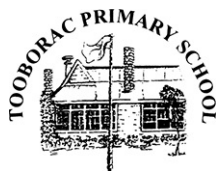
Before school students are permitted to play on the astro-turf and top playground and after school students are dismissed from the gate.

Parents and carers should not allow their children to attend Tooborac Primary School outside of these hours without a prior arrangement with classroom teachers or the principal.

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 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.



"Reaching Our Potential"

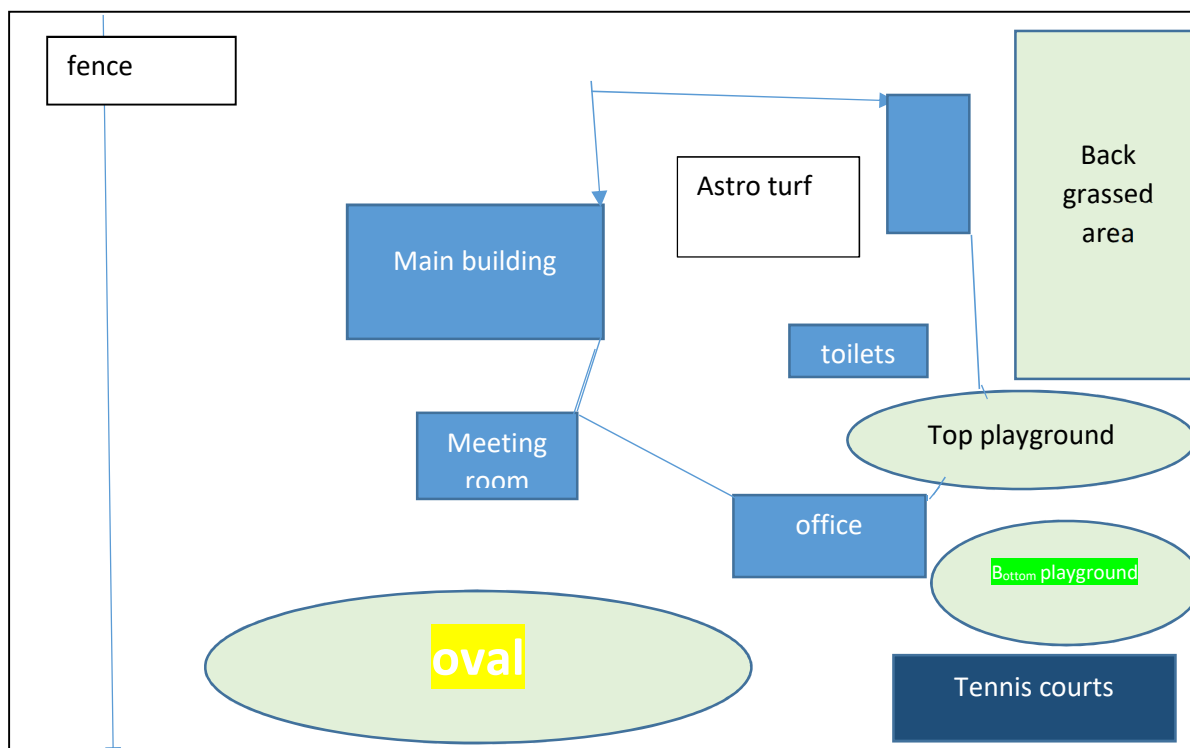
Yard duty

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

The principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Tooborac Primary School, school staff will be designated a specific yard duty area to supervise.

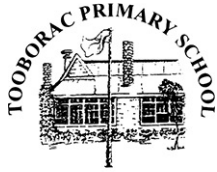
The designated yard duty areas for our school (as at insert date eg Term 1, 2019) are

Zone	Area
Zone 1	Oval & tennis court & bottom playground
Zone 2	Astroturf & top playground
Zone 3	In front of the school
Zone 4	the back grassed area



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored near the exit door in the main building

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.



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During yard duty, supervising staff must:

- methodically move around the designated zones ensuring that you can account for all students and monitor the paly of all groups within your designated times
- 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 *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 on Sentral – and CASES21 accident form if appropriate
- 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 principal or teacher in charge 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 teacher in charge 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 phone the teacher in charge or the school phone number 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.

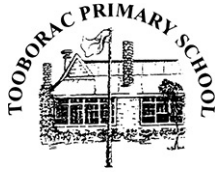
Classroom

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 principal or teacher in charge 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.



"Reaching Our Potential"

General rules for excursions:

- students will be counted when entering and leaving a form of transport (bus/ train) and follow a teacher in single file or two by two.
- A teacher or integration aide will form the end of the line.
- Students will wait at intersections and wait until lead across the road by a teacher.
- public toilet cubicles will be inspected before a student uses them by a teacher of the same gender
- if only two staff are available, the group not toileting will wait with a teacher until the toileting group returns
- if staff of only one gender are on the excursion every effort will be made to use disabled/ gender neutral toilets and these inspected as per previous advice.
- If these disabled toilets are unavailable students will be escorted into the toilets by a teacher

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy was last updated on 9/07/2019 and is scheduled for review on July 2020 This policy will also be updated if significant changes are made to school grounds that require a revision of Tooborac Primary School's Yard Duty and Supervision Policy.