

# YARD DUTY AND SUPERVISION POLICY

## PURPOSE

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

## SCOPE

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.

This policy applies to all teaching and non-teaching staff at Sandringham East 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***

Sandringham East Primary School's grounds are supervised by school staff from 8:45am (8:35 Mondays) until 3:45pm. **Outside of these hours, school staff will not be available to supervise students.**

Parents and carers should not allow their children to attend Sandringham East Primary School outside of these hours. Families are encouraged to contact out outside of school hours care provider, TheirCare, or request details via the school office 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 at 3:45pm, 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
- 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.

Children who are awaiting collection after 3:45pm are to wait in the Office foyer. Students are not to be left without proper contact with the child's family and communication with the school office and/or Principal or Assistant Principals regarding collection of the child.

### ***Yard duty***

All staff at Sandringham East 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 Sandringham East Primary School, school staff will be designated a specific yard duty area to supervise.

## DESIGNATED DUTY ZONES

| Zone                    | Area  |
|-------------------------|---|
| Recess & Lunch - Zone 1 | Asphalt & Playground  |
| Recess & Lunch - Zone 2 | Oval, Gaga & Sandpit  |
| Recess & Lunch Zone 3   | PlayScape   |
| Before & After school   | <ol style="list-style-type: none"> <li>1. All grounds &amp; Bike sheds</li> <li>2. Stop 'n' Go</li> </ol> |

- The First Aid room is staffed during recess and lunch only

## DESIGNATED DUTY TIMES & REQUIREMENT

Before School: 8:45am to 9am (Mondays 8:35am to 8:50am)

Recess: 1<sup>st</sup> half is 10:40am to 10:55am, 2<sup>nd</sup> half is 10:55am to 11.10am

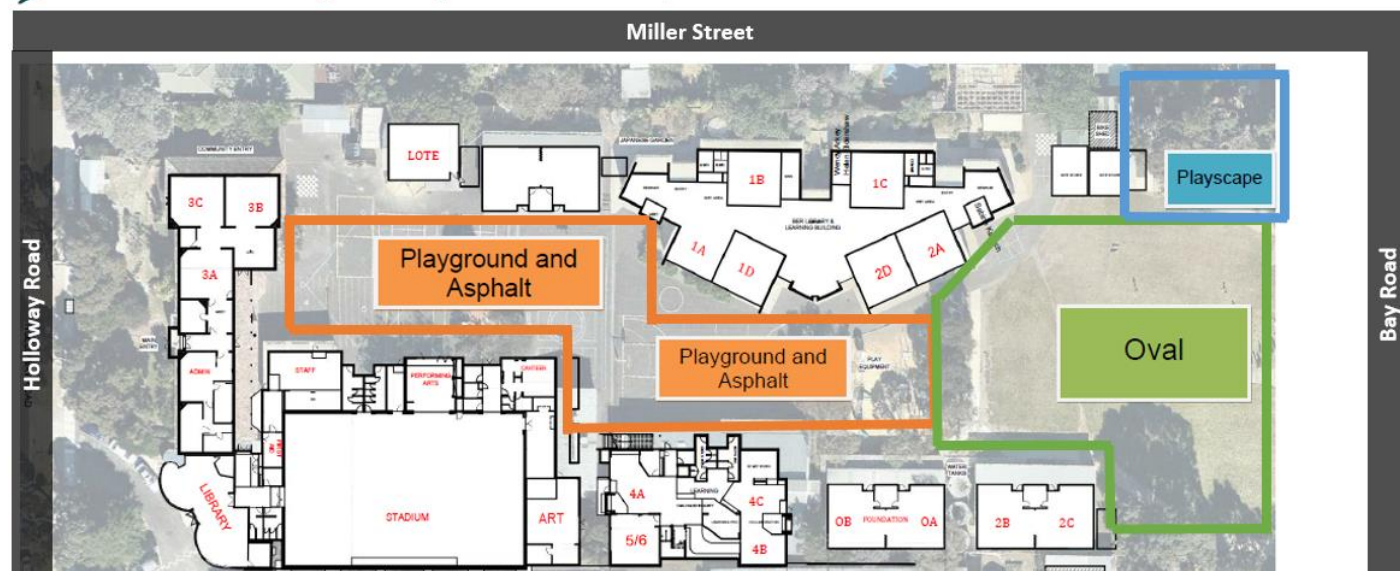
Lunch: 1<sup>st</sup> half is 1pm to 1:25pm, 2<sup>nd</sup> half is 1:25pm – 1:50pm

After School: 3.30pm to 3.45pm

- **School staff must wear a provided fluoro yellow safety/hi-vis vest whilst on yard duty.** We provide lightweight Summer and lined Winter vests for staff to use, which are stored in the JLC entrance way.
- Stored with the vests are the yard duty folder for each zone, plus First Aid bags with spare epipens which must be carried whilst on yard duty.
- **Staff members are required to carry their mobile phone whilst on yard duty to use in case of emergencies.**



## Sandringham East Primary School Yard Duty & Supervision Map



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, to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- In moving around the designated zone, ensure all areas within your zone are visited frequently
- 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 your school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log or inform the Principal/APs of any incidents or near misses as appropriate
- if being relieved of their yard duty shift by another staff member (for example, where the recess and lunch shifts are '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 due to absence/leave, the Assistant Principal will arrange an alternative for staff member (or CRT) to cover the relevant yard duty shift. If the supervising staff member is unable to conduct their designated yard duty due to an event such as an incursion/excursion, school sports event etc, that staff member is responsible for ensuring they have arranged for a colleague to cover their shift such as by swapping days for that week.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office or a colleague, but must 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 must not leave the designated area until a replacement staff member has arrived. The staff member on duty can contact a colleague or the school office that can assist in locating the replacement staff member.

The purpose of yard duty is for staff members to be proactive, however should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

### ***Yard Duty Requirements of all teachers:***

All staff are expected to maintain the School Code of Conduct. There is a legal responsibility and duty of care to provide effective supervision of all children. Please be punctual for yard duty.

A visual presence means that all areas of the playground are covered – keep moving and scanning for inappropriate behaviour and unsafe play, which should be addressed immediately. Consistency of expectations will make for more effective relationships and learning.

ALL TEACHERS ARE RESPONSIBLE FOR THE BEHAVIOUR OF ALL CHILDREN AT SEPS

There will be a positive playground if:

- ALL teachers are **punctual** for yard duty
- ALL teachers are constantly **on the move** in their designated areas.
- ALL teachers are **vigilant** in the supervision of such areas as
  - The toilets
  - The nature sanctuary
  - The playground equipment Ga Ga and Playscape
  - Fence perimeters
- ALL teachers are **in agreement and CONSISTENT with the standards** of play and behaviour and are constant with supervision.

### ***Games Not Permitted***

- Games involving rough physical contact or tackling
- Games likely to damage trees, shrubs or school property
- Games such as 'Chasey' on play equipment
- Games likely to cause annoyance to neighbours and others... Students should not be near the perimeter fences
- Games near the buildings likely to interfere with others or likely to endanger windows.

### ***Behaviour not permitted***

- Fighting, bullying, interference with others, offensive language or rowdy behaviour
- Tackling, throwing stones, sticks, etc. especially at other students or over neighbours fences
- Climbing trees, goal posts or boundary fences – please check the peppercorn tree and fences at the back of the playground when on duty.
- Running or rowdiness on the verandas
- Interference with, or improper use of toilets, disposal bin, bike racks or other school facilities

### ***Use of buildings***

- Children are NOT permitted in the buildings, before school, or during any recesses unless they are under the direct supervision of a teacher and there is a purpose to them being inside (e.g. choir, Lego or Chess club)
- Break times are also for teachers to have their designated lunch break as well as preparing for lessons, and children should be outside playing
- No one is to attempt to retrieve balls from the roof or over fences

### ***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 at any time during a lesson, they should first contact their neighbouring teacher, Learning Leader or admin office 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.

### ***Expectations of parents/carers and families***

Sandringham East Primary School understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

Staff participate in Sandringham East Primary School's yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

School staff are rostered on for yard duty before school, during recess, lunch and after school. School grounds and Stop 'n' Go are supervised before school from 8:45am (8:35am Mondays). After school, staff supervise the grounds until 3:45pm. Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity). **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).**

Sandringham East Primary School has in place a number of internal policies and procedures in place to respond to specific circumstances and potential risks in schools, including:

- camps and excursions
- First Aid
- grounds management and tree maintenance
- student private property.

Parent/carers are asked to ensure they are being positive role models for our students and ensure they are modelling safety in particular. Some examples include

- Using the supervised road crossings appropriately
- Crossing unsupervised roads safely

- NOT riding bikes or scooters on school grounds or in the laneways
- Wearing a helmet when riding a bike or scooter
- Being respectful and considerate to our neighbours
- Demonstrating our behavioural and social expectations such as care and respect
- Not causing damage to any school property including garden beds and play equipment

Younger and older siblings often visit the school to drop-off and pick-up SEPS students with their parent/carer. Parents/carers are asked to please ensure siblings are supervised closely to ensure their safety and wellbeing at all times.

**Note that SEPS staff do NOT supervise the surrounding streets (inc. Holloway Rd, Miller St, Bay Rd, Bluff Rd).** Whilst the semi-circular driveway is supervised in good faith to assist children in getting out of cars safely, SEPS does not take responsibility for traffic management and asks parents/carers to please drive safely, carefully and obey all road rules, speed limits and parking signs. Supervised crossings on Holloway Rd, Bluff Rd and Bay Rd are the responsibility of Bayside City Council.

#### **FURTHER INFORMATION AND RESOURCES**

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

#### **EVALUATION**

This policy is scheduled for review annually. Policy will be updated if significant changes are made to school grounds that require a revision of Sandringham East Primary School's Yard Duty & Supervision Policy.

#### **REVIEW CYCLE**

This policy was last updated on August 2021.

This policy is to be reviewed every **1 year**.