

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal, Sandringham East Primary School.

PURPOSE

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

SCOPE

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.

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

Sandringham East Primary School grounds are supervised by school staff from 8.45 am until 3.45 pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the asphalt area, playground and oval. Staff members will also supervise the 'Stop n Go' area at the front of the school in the oval driveway.

Parents and carers will be advised through online Newsletters, the school website as well as Compass notifications that they should not allow their children to attend Sandringham East Primary School outside of these hours. Families will be encouraged to contact the school office on 95981 704 or refer to <https://www.careforkids.com.au/child-care/nrx4v/sandringham-east-ps-theircare-3191> 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 Sandringham East Primary School are expected to assist with yard duty supervision and will be included in the daily yard duty roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Sandringham East Primary School staff will be designated a specific yard duty area to supervise.

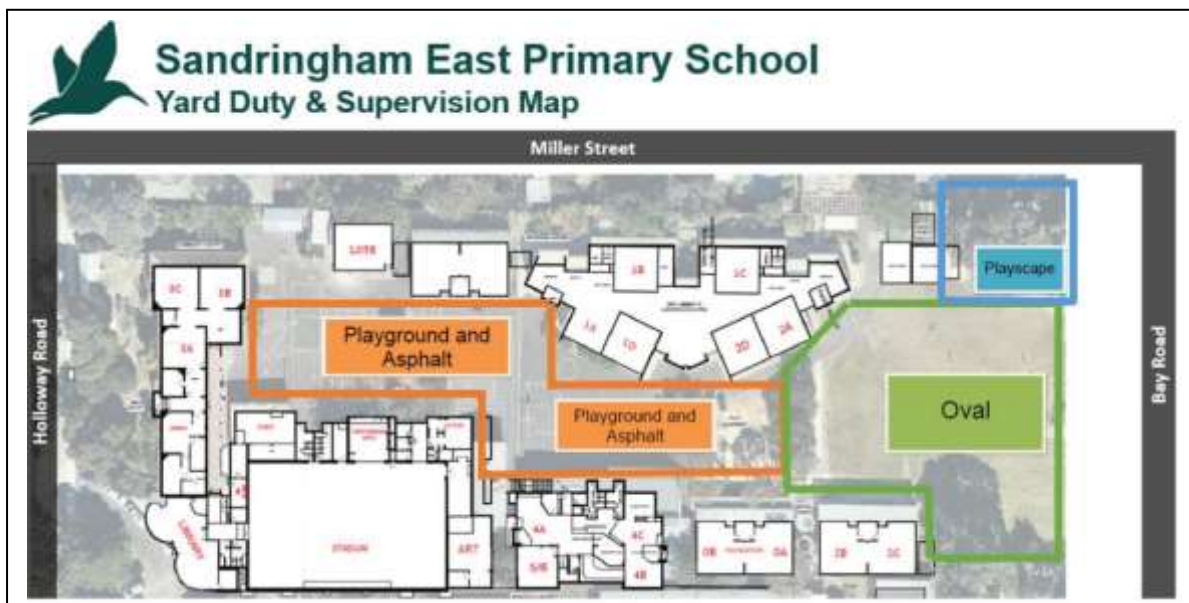
Note that SEPS staff do NOT supervise the surrounding streets (inc. Holloway Rd, Miller St, Bay Rd, Bluff Rd). Whilst the semi-circular driveway is supervised in good faith to assist children in getting out of cars safely, SEPS does not take responsibility for traffic management and asks parents/carers 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.

Yard duty zones

The designated yard duty areas for our school (as of August 2022) are outlined areas and include map of zones where appropriate. The First Aid room is staffed during recess and lunchtimes only.

Zone	Area
Recess & Lunch - Zone 1	Asphalt & Playground
Recess & Lunch - Zone 2	Oval, Gaga & Sandpit
Recess & Lunch - Zone 3	PlayScape
Before & After school	1. All grounds & Bike sheds 2. Stop 'n' Go

Zone	Duty Times
Before School	8.45 am – 9.00 am (Tuesday, Wednesday, Thursday, Friday) 8.35 am – 8.50 am (Mondays when assembly is conducted. When assembly is not conducted, timings revert to 8.45 am -9.00 am)
Recess	1 st half: 10.40 am – 10.55 am 2 nd half: 10.55 am – 11.10 am
Lunch	1 st half: 1.00 pm – 1.25 pm 2 nd half: 1.25 pm – 1.50 pm
After School	3.30 pm – 3.45 pm



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the JLC entrance area.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the JLC entrance area with the yard duty folders.
- Be familiar with the yard duty information pack containing student health and safety information stored with the yard duty folders.
- All First Aid bags have 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.**

Yard duty equipment must be returned after the period of supervision/ yard duty 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 ensuring active supervision of all students. Staff are to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- be alert and vigilant in the supervision of such areas as:
 1. All toilet/ bathroom areas
 2. The Nature sanctuary
 3. All playground equipment, GaGa pit and Playscape
 4. All fence perimeters and behind all buildings.

- 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 addition to informing the Principal, Assistant Principal and other applicable staff members.

Games not permitted:

- Games involving rough physical contact or tackling
- Games likely to damage trees, shrubs or school property
- Games such as 'chasey' on all 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
- Swearing/ inappropriate language
- Not permitted access to 'out of bounds' areas – not behind any school buildings
- Disrespectful behaviour such as not following instructions, ignoring teachers, answering back, etc.

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 practise, 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 unauthorised person is to attempt to retrieve balls from the roof or over fences
- Respect, care, pride of all school buildings and their contents.

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 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 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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should

contact the office /call Assistant Principal but must 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 child leaves the classroom without permission, the Principal and Assistant Principal and Learning Leader are to be notified immediately.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the relevant Learning Leader or school 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Sandringham East 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 at all times in a common space such as the library or Admin area.

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

- student attendance will be monitored each day and the individual class roll will be taken each morning and afternoon session.
- 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.

Other areas requiring supervision

Sandringham East Primary School will ensure that students using the toilets both inside buildings and outside of their normal learning area will go to the bathrooms in pairs. The bathrooms are regularly checked and are monitored during yard duty. The library and the stadium are out of bounds for all students unless there is a teacher accompanying the students.

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 the staff handbook
- Made available in hard copy from the school office upon request
- Included as a reference in the weekly school Newsletters.

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 the school/ Level newsletters as well as via Compass updates.

FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL) includes:
 - [Child Safe Standards](#)
 - [Cybersafety and Responsible Use of Technologies](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Consultation	School Council on 13 September 2022
Approved by	Principal & School Council Sandringham East Primary School
Next scheduled review date	August 2024

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