



YARD DUTY AND SUPERVISION POLICY

RATIONALE

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

AIMS

To ensure 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 Malvern Valley Primary School, including education support staff, casual relief teachers and visiting teachers.

IMPLEMENTATION

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.

BEFORE AND AFTER SCHOOL

Malvern Valley Primary School's grounds are supervised by school staff before school from 8.45 until 9.00 and after school from 3.30 until 3.45.

Students are not to attend Malvern Valley Primary School outside of these hours unless supervised by their parents or carers. Families are encouraged to book children into before or after school care using the link (<https://malvernvalleypsvic.fullybookedccms.com.au/family/login>) or contact the coordinator Kerry Prendergast on 0434 637 943 (between 6.30 am and 6.00 pm) for more information about the before and after school care facilities available to our school community. Children cannot attend the before and after school care program unless they have an account with Teamkids.

If the school is aware of a student being at school before supervision commences at the beginning of the day, the principal, the assistant principal or classroom teacher 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 yard duty teacher will do one of the following:

- bring uncollected students to the school office
- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- if available, place the student in an out of school hours care program (parents/guardians will be charged)
- if concerns for the health and wellbeing of the child exists, 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.

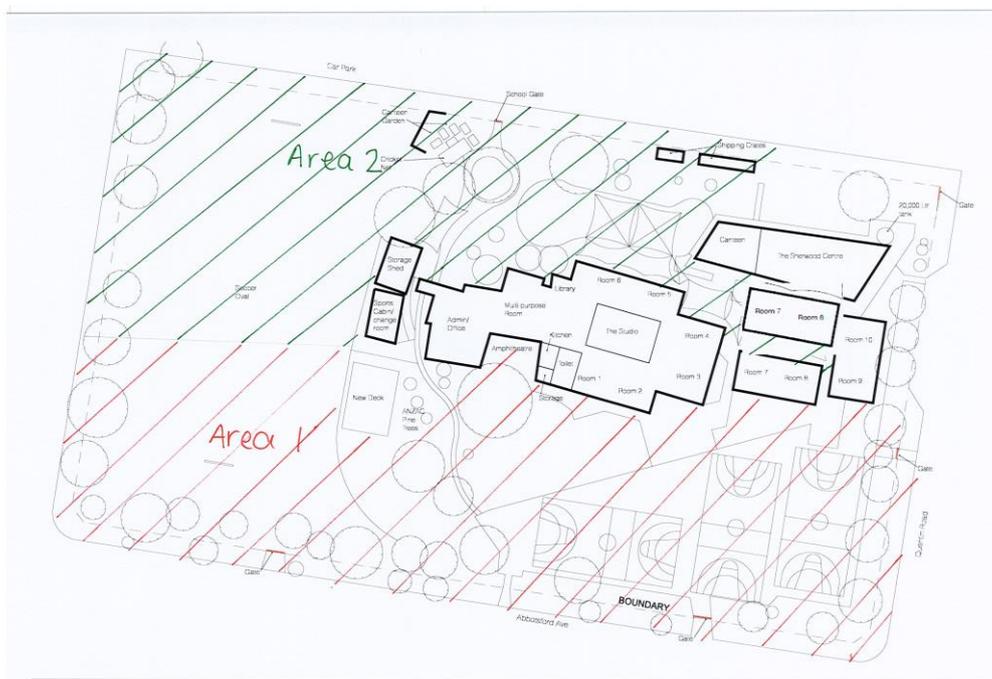
School staff who are rostered on for before or after school supervision must follow the processes outlined below.

YARD DUTY

All teaching and Integration staff at Malvern Valley 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 Malvern Valley Primary School, staff will be designated a specific yard duty area to supervise.

The (current at time of ratification) designated yard duty areas for our school are Area 1 and Area 2 as outlined in the following map.



Education Support Staff will be rostered on the yard duty timetable to specifically cover the Junior playground (Area 1), the basketball courts (Area 1) or the oval (Area 2). Alternatively, ES and support staff will be required to supervise individual students as needed.

School staff must wear a provided hi-vis vest and carry a first aid bag whilst on yard duty. Hi-vis vests and first aid bags are stored in the office area.

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:

- utilise the time as an opportunity to engage and build relationships with students
- methodically move around the designated zone
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and follow processes outlined in the *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents onto Sentral
- when being relieved of their yard duty shift by another staff member 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.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

If the supervising staff member is unable to conduct yard duty at the designated time, they should arrange for another staff member to cover their allocated duty. All duty swaps are to be put onto Sentral.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office, assistant principal or, if unavailable, another staff member, 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 or the assistant principal, and not leave the designated area until a replacement staff member has arrived.

YARD DUTY - WET WEATHER

If it is raining during allocated recess or lunch times, a wet weather announcement will be made. Children will return or remain in their own classrooms undertaking appropriate indoor activities. Teachers will share supervision with the teacher they share a learning space with, as outlined below:

Room 1 & 2

Room 5 & 6

Room 3 & 4

Room 7 & 8

Room 9 & 10

Room 11 & 12

Principal Class, Learning Specialists, Specialist teachers and tutors are to assist teachers where needed if tagged for supervision on that day.

Team leaders will need to ensure that all CRTs understand their supervision requirements in the event of wet weather.

ES staff rostered on to junior playground will supervise the internal classrooms and support those students who require extra assistance and ES staff rostered on to the oval will supervise the classrooms off the deck and support those students who require extra assistance.

Other support staff will be rostered onto specific rooms to assist with supervision if required.

ES and support staff who have been rostered on to a specific child will supervise that child according to the plans which have been put in place and will not be included in the above allocations.

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, another teacher (not Education Support Staff) must be supervising the grade before they can leave.

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, as per the *Camp Policy* and *Excursion Policy*.

REFERENCES

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

EVALUATION

This policy will also be updated if significant changes are made to school grounds that require a revision of Malvern Valley Primary School's Yard Duty and Supervision Policy.

RATIFIED BY SCHOOL COUNCIL: 2021

TO BE REVIEWED: 2024