



Yard Duty & Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact (03) 5782 1319 or willowmavin.ps@education.vic.gov.au

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Willowmavin 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

Willowmavin Primary School's grounds are supervised by school staff from 8:35am until 3:05pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through the school's regular communication channels (newsletter, Compass, assembly, school handbook) that they should not allow their children to attend Willowmavin Primary School outside of these hours. Outside School Hours Care (OSHC) is available via an external provider. Families may contact the office for more information on the school's OSHC program.

If a student regularly 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
- discuss with the parent 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 the school's OSHC 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 Willowmavin 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.

Yard duty zones

The designated yard duty areas for our school as of Term 1, 2023 are:

Zone	Area
Yard A	Oval, behind basketball court and vegetable gardens
Yard B	Basketball Court & Club Willow if assistance requested
FA	First Aid
GP	Guided Play. This time may involve specific supervision of student/students in the yard, or to cover student/s off yard in guided play scenarios (e.g. Lego, board games, etc.)
CW	Club Willow: Student leadership to be responsible for with staff in the yard aware of.
SP	Sandpit: Engaging with, guiding and monitoring student play in the sandpit.
PG	Playground: Engaging with, guiding and monitoring student play on the playground.



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Staff are to store their vests in their classrooms. Additional vests will be available at the office.

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:

- move around the designated zone ensuring active supervision of all students
- 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)
- ensure students remain in allowed and safe areas
- 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 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 (e.g. Minor Behaviour Yard Chronicle entry, first aid record)

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 arrange a swap or contact the 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 arrange for a yard swap, or contact the 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 send a message to 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.

At Willowmavin Primary School, school staff are reminded of the Three Ps of yard duty:

Be **P**unctual

Please be prompt in making your way to yard duty. This may mean organising the yard duty bag prior to recess or lunch starting.

Be **P**ro-Active

Move around and be a presence in the yard. Check in with students (and parents if before or

after school) and see how they are going. Show an interest in their lives. Address minor issues that you may notice before they become major issues that are brought to your attention. If students bring a concern to you, ensure you actively go about assisting the child in finding a resolution as opposed to simply telling them to avoid the situation or child. Where students report that another student has upset them, ensure that student is aware of what actions you will take and are taken to rectify the situation. Follow our processes when dealing with inappropriate behaviour. And always be pro-active in communicating issues and incidents with relevant staff members and parents.

Be **P**ositive

Interact positively with students (and parents) – especially the ones you are not familiar with or the ones that are “at risk”. This may include joining in a game for a brief period. Give positive feedback about the way in which students are interacting. Finally, pour on the praise. Wherever you can, give students little positives that tie in with our school values: “Love that you are playing safe Jake!”, “Great to see you being your best in that game of basketball Rhys!”. And remember, tokens, tokens, tokens!

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. Whilst supervising students, staff members should conduct themselves in a manner that aligns with the school’s Student Engagement

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first their teaching partner for assistance. Where this is not possible, a message for assistance via a student or phone call, should be sent to the office area. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Where students need to leave the classroom, such as to go to the toilet or to pass on a message, they are to go in responsible pairings. It is the supervising staff member’s responsibility to ensure these pairings are as much as possible ones that can be relied on to be responsible and safe.

Staff e-mails should not be monitored or sent whilst supervising students.

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

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

Willowmavin 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 in a suitable learning space.

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

- student attendance will be monitored daily

- 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 Obligations 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 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.

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
- Made available in hard copy form 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	March, 2023
Approved by	Principal
Next scheduled review date	March, 2025

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