

## YARD DUTY and SUPERVISION



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on [ripponlea.ps@education.vic.gov.au](mailto:ripponlea.ps@education.vic.gov.au) or 9527 5728.

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Ripponlea Primary School (RPS), 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

RPS'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 between 8.45am and 9am; only the basketball court play area and Foundation gate are supervised.
- After school between 3.30pm and 3.45pm; the basketball court play area and Foundation gate are supervised until 3.45pm. Students are not permitted on the oval after 3.30pm.
- Except for organised activities (e.g. Kelly Sports) students are not permitted on the eastern-end oval area before 9am or after 3.30pm, including the junior playground.
- Students attending Outside School Hours Care (OSHC) between 7am and 8.45am and between 3.30pm and 6pm will remain in the school grounds under the direct supervision and care of OSHC staff.

- Students attending organised activities (e.g. Kelly Sports or sports coaching) will remain in the school grounds under the direct supervision and care of the adult organiser.
- Students must be under the supervision of a parent/guardian if they are on the school grounds before 8.45am or after 3.45pm. RPS cannot accept responsibility for students arriving at school prior to 8.45am or remaining at school after 3.45pm.
- Students may only use the senior playground before school (8.45am – 9am) and after school (3.30pm-3.45) if they are in Years 3-6 OR if under the direct supervision of their parent/carer (or OSHC staff) whilst using the playground.

Parents and carers will be advised through regular COMPASS notifications and reminders in our newsletter that they should not allow their children to attend RPS outside of these hours. Families will be encouraged to contact Their Care, our OSHC provider, on 1300 072 410 or email [info@theircare.com.au](mailto:info@theircare.com.au) 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 the 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.

With the exception of agreed early finish times (e.g. at end of term and at the end of year) students who are required to leave school early or who arrive late must be signed in or out at the school office, using the relevant system by a parent/carer or person authorised on the enrolment form.

### Yard duty

During the school day, the yard and playgrounds are supervised by an appropriate number of staff during recess (between 10.40am and 11.10am) and lunchtime (between 1pm and 1.50pm) the yard and playgrounds are supervised by an appropriate number of staff. All teaching staff at RPS 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 RPS, school staff will be designated a specific yard duty area to supervise. Staff members will be rostered for yard duty supervision in a fair and equitable way. Duty rosters will be posted on the staffroom notice board and saved on the local network. Teachers are asked to clearly display a copy in their classrooms.

Where focused supervision is required in the yard for students with additional needs, integration aides or other available Education Support staff will be assigned to these students in the yard.

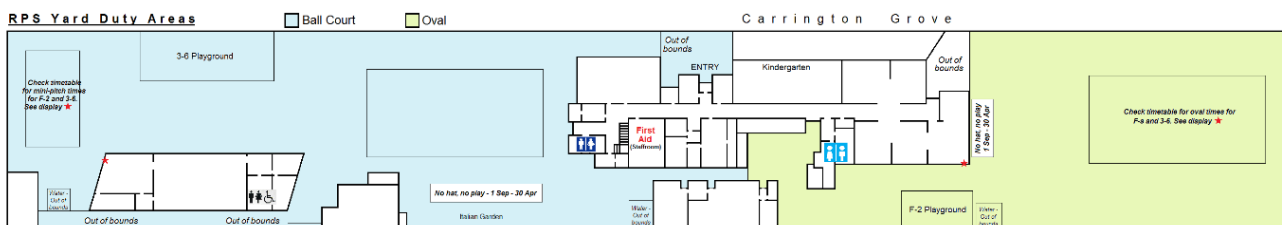
Education Support staff including integration aides in the yard may support the teacher on duty and alert them to matters requiring their attention or intervention.

During extreme weather, the Principal or nominee may call for an extreme weather timetable. An announcement will be made over the school’s PA system and staff will follow the instructions provided on the yard duty roster to provide for supervision of students in their learning areas.

### Yard duty zones

The designated yard duty areas for our school as of Term 3, 2022 are:

Zone	Area
Oval End	Adjacent to the library up to the easternmost perimeter of the school inclusive of: <ul style="list-style-type: none"> <li>- the junior playground</li> <li>- the area adjacent to the bike shed and student toilets</li> <li>- the productive garden</li> <li>- the learning deck</li> <li>- the oval (soccer field).</li> </ul>
Ball Court End	Adjacent to the music room up to the westernmost perimeter of the school inclusive of: <ul style="list-style-type: none"> <li>- the senior playground</li> <li>- the basketball court</li> <li>- the mini pitch</li> <li>- the Italian garden.</li> </ul>



### Yard duty equipment

Teachers on yard duty must:

- wear a provided safety/hi-vis vest whilst on yard duty; additional safety/hi-vis vests are stored in the staffroom
- carry their yard duty bum bag at all times during supervision; spare yard duty bum bags are stored in the staffroom
- be familiar with the information contained in the Student Alerts bum bag tags attached to their yard duty bum bag.

The contents of the yard duty bum bag include:

- band aids
- sterile wipes
- saline solution

- gloves
- red and yellow 'injury' cards.

At the beginning of the school year, yard duty bum bags are packed by the First Aid team; thereafter it is the responsibility of the teacher to replenish first aid items. Spare bum bags (for casual relief teachers) are replenished as needed by the First Aid team.

The Student Alerts bum bag tags are for staff use only. These tags must be attached to the bum bag and contain key information relating to student health and safety such as frequent absconders or students with serious health conditions.

The red and yellow 'injury' cards can be issued to a child to present to the main staffroom. The yellow injury card indicates that a child has a minor injury that requires more assistance than is able to be given by the teacher on yard duty and needs to see the first aid teacher on duty in the staffroom. The red injury card when brought to the staffroom indicates that any staff in the staffroom are required in the playground to assist the teacher on duty.

### **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
- be vigilant at all times (including alertness to any suspicious activity outside the school boundary)
- 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
- ensure students remain away from out-of-bounds areas and in their designated year level zones such as the junior (F-2) and senior (3-6) playgrounds and adhere to the timetable for year level use of the oval and the mini pitch
- 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 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 Compass.

When being relieved of their yard duty shift by another staff member (for example, halfway through recess or lunch), 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 (or the office) 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/staffroom 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.

In an emergency, the yard duty teacher should send a message to the office/staffroom; available staff should go out to assist the yard duty teacher and, if an ambulance is required, the office must be informed. When an ambulance is called for, it is suggested this is done on a mobile device so that the caller can be with the person requiring assistance. A teacher should also remain with the student at all times.

### Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. Students needing to leave the classroom for a short while (e.g., to go to the toilet), must have a partner with them.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should contact the 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

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

RPS 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 the specified learning space. During periods where students are participating in remote and virtual learning from home, parents are responsible for the appropriate supervision of students accessing virtual classrooms from home. The school will ensure that:

- student attendance will be monitored daily
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes; please refer to our Student Wellbeing and Engagement policy and our Child Safety Responding and Reporting policies 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

Where there is provision in the yard duty roster, the library will be supervised for student use during lunchtime. It is the responsibility of the teacher on library duty to:

- be vigilant at all times (including alertness to any activity outside the library)
- intervene immediately if potentially dangerous or inappropriate behaviour is observed
- 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 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 Compass.

*When moving from classrooms to different areas of the school (for example, when going to the toilet during class time), students must travel in pairs for safety purposes.*

## **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 our staff handbook
- Explained in parent information/transition sessions
- Referenced in our school newsletter and relevant COMPASS community announcements
- Published on the school's website
- Made available in hard copy from the school office upon request.

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 our school newsletter.

## **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](#)

## APPROVAL AND REVIEW

<b>Created date</b>	30 August 2022
<b>Consultation</b>	Governance Committee 19/10/22 School Council – 6 September 2022 Staff update – 1/8/2022
<b>Endorsed by</b>	Ripponlea School Council
<b>Endorsed on</b>	25 October 2022
<b>Next review date</b>	October 2025

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