

# **YARD DUTY AND SUPERVISION POLICY**

KATANDRA SCHOOL

NOVEMBER 2020

# Contents

<b>PURPOSE</b> .....	<b>3</b>
<b>SCOPE</b> .....	<b>3</b>
<b>POLICY</b> .....	<b>3</b>
(a) Before and After School .....	<b>3</b>
(b) Before and After School Supervision .....	<b>3</b>
(c) Sandringham and Ventura Buses.....	<b>3</b>
(d) Independent Travellers .....	<b>3</b>
(e) Yard Duty .....	<b>4</b>
(f) Classroom .....	<b>5</b>
(g) School Activities, Camps and Excursions .....	<b>5</b>
<b>FURTHER INFORMATION AND RESOURCES</b> .....	<b>6</b>
<b>REVIEW CYCLE</b> .....	<b>6</b>

## PURPOSE

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

## SCOPE

The principal is responsible for ensuring that 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 Katandra School, including education support staff, Allied Health professionals, 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

### **(a) Before and After School**

Katandra's School grounds are supervised by school staff from 8.45 am until 3.10pm. Outside of these hours, school staff will not be available to supervise students.

### **(b) Before and After School Supervision**

School staff are rostered on for yard duty before school, during recess, lunch and after school. School grounds are supervised before school from 8:45am at the drop off area, where students walk to their classrooms. After school, staff supervise from 2.55am- 3.10pm at the pickup points. Students on school grounds outside these times will not be supervised, unless pre-arrangement is made with leaders or staff.

### **(c) Sandringham and Ventura Buses**

These school buses arrive from 8.45 – 9.00am. Both bus lines supervise students until their arrival at Katandra School. Once students arrive students independently transition to their classrooms. At 3.00pm both bus services transports students to travel home.

### **(d) Independent Travellers**

All independent travellers are to be given written consent by their parent guardian.

Katandra School staff are not responsible for students travelling to and from school. Once students reach the school grounds students are expected to walk straight to their classroom.

Parents and carers should not allow their children to attend Katandra School outside of these hours.

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; and
- 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; or
- 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.

### **(e) Yard Duty**

All staff at Katandra School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal nominee (daily organiser) is responsible for preparing and communicating the yard duty roster on a regular basis. At Katandra School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school can be seen on the yard duty roster that is distributed to all staff each term, is up in visible location and available upon request.

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in classrooms

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 area and are required to move in a clockwise or anticlockwise position, to ensure that all areas are within line of sight to at

- least one-yard duty staff member at a time;
- be alert and vigilant;
- Staff are be aware, alert and vigilant with all students, wearing high Vis vest and understanding the student needs;
- 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 any incidents or near misses as appropriate on Sentral; and
- if being relieved of their yard duty shift by another staff member (for example, where the shift is '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, they should contact the daily organiser or Leader 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 a leader 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/calling for the individual and not leave the designated area until a replacement staff member has arrived.

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

## **(f) Classroom**

The classroom teacher and educational support officers 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, they should first contact call leading teacher for assistance and inform the classroom teacher in the next classroom. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

## **(g) 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.

## FURTHER INFORMATION AND RESOURCES

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

## REVIEW CYCLE

*This policy was last updated on 16th November 2020 and is scheduled for review on November 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Katandra School's Yard Duty and Supervision Policy.*

<b>Date Implemented</b>	November 2020
<b>Author</b>	Rhett Watts
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	School Council President: Kellie Easton Signature Date
<b>Date to be Reviewed</b>	November 2022
<b>Responsible for Review</b>	Rhett Watts, Thomas Cazaly
<b>References</b>	Victorian Government Schools Reference Guide