

Mount Blowhard Primary School **YARD DUTY & SUPERVISION POLICY**

PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities, as well as to ensure parents/carers are aware of the hours in which supervision is provided at Mount Blowhard Primary School.

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 Mount Blowhard Primary, including education support staff, 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

Before and after school

Mount Blowhard Primary'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 as they perform other duties. In emergency situations a staff member will be available between 8.30am-8.45am **only within a classroom**, as the yard and other classrooms will NOT be supervised before 8.45am. A schedule of which classroom will be open each day, between 8.30-8.45am will be located on each of the four classroom doors.

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
- 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 (generally the Principal) who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

All staff at Mount Blowhard Primary 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. At Mount Blowhard Primary, one staff member will be on yard duty at a time to supervise.

School staff must wear a provided orange high visibility vest whilst on yard duty. High visibility vests will be stored in each teacher's individual classroom. If a vest is misplaced it is the responsibility of that individual teacher to borrow one from another staff member, until their vest is either found or replaced.

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 school yard (including past the toilet area)
- be alert and vigilant
- carry their mobile phones on them in case of an emergency or needing assistance
- not be on their phone for personal reasons
- 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 Mount Blowhard Primary'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 GradeXpert
- 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 attempt to make arrangements to swap yard duty times with another teacher or if unable to do so 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 contact the Principal (or 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 staffroom 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. Students are not allowed access to the gym at recess and lunchtimes unless an extra staff member is supervising the area.

If a student requires first aid they will be sent to the staffroom with another student to seek assistance from a first aider present. If there are no staff members available the accompanying student will seek assistance from a teacher in their classroom so that the yard duty teacher can remain supervising outside.

Students are only allowed to access shed areas if actively being supervised by a staff member this includes break times as well as class times.

Inclement Weather

When it is deemed to be unsafe to be outside during recess and/or lunchtime (due to extreme heat, wind, rain, etc.) an inclement weather timetable will be called. During this time teachers need to make arrangements with their adjoining classroom to ensure that students are constantly supervised and that teachers are able to have a toilet break and eat, etc.

If inclement weather is called during recess the two Junior classes will have access to the gym and the two teachers will take it in turns to supervise and have their break. The two Senior classes will make arrangements to supervise the Senior students in the classroom.

If inclement weather is called during lunchtime the two Senior classes will have access to the gym and the two teachers will take it in turns to supervise and have their break. The two Junior classes will make arrangements to supervise the Junior students in the classroom.

The Principal and Specialist Teachers are to check in with classroom teachers to ensure all teachers have had a chance to have a break and that supervision of students is continued.

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, they should first contact the principal or teacher in the adjoining classroom for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Students should not be in a classroom without staff supervision, this includes before and after school, as well as at break times. Please also refer to the Digital Technologies policy for supervision involved with ICT.

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 activities. 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

Evaluation:

This policy will be reviewed by staff **every year** as part of the school's review cycle, and then noted at School Council.

<u>Reviewed by Staff</u>	<u>Date noted at School Council</u>	<u>Next Review Date</u>	<u>Policy Number</u>	<u>Version</u>	<u>Date Produced</u>
7 th October 2019	17 th October 2019	September 2020	13	1	2019