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Mount Blowhard Primary School
Yard Duty & Supervision Policy

HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact the school office on 5334 6354.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Mount Blowhard 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

Mount Blowhard Primary School'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. In emergency situations, please contact your classroom teacher for supervision requirements between 8.30am-8.45am**,** as the yard and other classrooms will NOT be supervised before 8.45am.

Parents and carers will be advised through the newsletter and email that they should not allow their children to attend Mount Blowhard Primary School outside of these hours. Families will be encouraged to contact **OSHClub https://www.oshclub.com.au/ or 1300 395 735** 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 an 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.

Yard duty

All staff at Mount Blowhard 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 equipment

School staff must wear a provided safety/hi-vis 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.

Yard duty responsibilities

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 phone 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.

Yard duty areas

Mount Blowhard Primary School has one designated yard duty zone (including the council owned playground and tennis court). The yard duty supervisor is expected to supervise all outside areas during yard duty, paying particular attention to ensuring no students are in any out of bounds areas, such as behind the junior school classrooms, the front of the administration building and the staff car park.

During yard duty, supervising school staff must:

- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have signed in (excluding drop off and collection periods)
- 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

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.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

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.

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.

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
Mount Blowhard Primary School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from administration on request

Information for parents and students on supervision before and after school is available at https://www.oshclub.com.au/ or 1300 395 735 and on our school website.

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

- School Based Apprenticeships and Traineeships
- School Community Work
- Structured Workplace Learning
- Supervision of Students
- Visitors in Schools
- Work Experience

POLICY REVIEW AND APPROVAL

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

REVIEW CYCLE AND EVALUATION

This policy was endorsed by school council on May 16th 2024 and is scheduled for review in 2026. This policy is recommended to be reviewed on a two-year cycle.