

YARD DUTY AND SUPERVISION POLICY

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 Lucknow Primary School, 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

Supervision before and after school:

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

- The school will provide staff supervision for students arriving before school between 8.30am and 8.50am.
- The school will provide staff supervision for students after school between 3.20pm and 3.35pm, except for the students who are travelling by bus. These students will be supervised by the allocated bus duty teacher until each student has boarded their respective bus.
- Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.
- Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods.
- Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the principal or their nominee.
- Parents and carers should not allow their children to attend Lucknow Primary School outside of these hours. Families are encouraged to contact Bairnsdale Aquatic and Recreation Centre on 03 5152 5710 or refer to the East Gippsland Shire website for more information about the after school care facilities available to our school community.
- This information is provided to parents/guardians on a regular basis via the school newsletter.

Parents and carers should not allow their children to attend Lucknow Primary 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
- 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
- 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.

Supervision at recess and lunchtime:

- Supervision of students is the responsibility of all staff.
- Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each term allocating teachers to supervise students in defined areas of the school grounds during these times.
- Details of the roster are communicated to teachers at staff meetings and via the staff noticeboard.
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3:35pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still in or about the school yard after that time will be brought to the school office by the supervising teacher and parents contacted.
- The yard supervision roster will require staff members to undertake yard duty before school, recess, lunch time, or after school on specific days.
- An experienced teacher will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- The roster will require a minimum of three staff members on duty at any one time, when all students are onsite, each responsible for supervising a designated area of the school.
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies, folder and pencil.
- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- Yard duty staff members will monitor and respond appropriately to student behaviour in accord with school policies.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or as directed by the Principal or officer in charge.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc. are required to either make a swap with another staff member, or discuss the matter with the coordinating teacher.
- In accordance with the school's Sunsmart Policy all staff must wear broad brimmed hats during the months of September to April and are encouraged to wear hats during Terms 2 and 3.
- School staff must wear a provided safety/hi-vis vest or jacket whilst on yard duty. Safety/hi-vis vests/jackets will be stored on the hooks in the corridor outside of the staff toilets.
- Staff on duty must collect from the office a bumbag containing basic first aid supplies and a yard duty clipboard containing information about students with severe health issues and an incident log.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively seek assistance.

The designated yard duty areas for our school as at Term 2, 2018 are:

Zone	Area
North Yard	Top sports area and playgrounds facing Howitt Avenue
South Yard	Large oval and basketball courts
Courtyard/Front	Internal courtyard area and front of school facing Balmoral Crescent
Howitt Avenue	Gate near school crossing on Howitt Avenue
Balmoral Crescent	Gate near Alfred Howitt Hall
Bus Duty	Gate to the bus loop off Howitt Avenue

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 zone:
 - North: All playgrounds, sandpit, sitting area, bike area, pathways, drink taps and grassed areas.
 - South: All grassed areas, including behind the hall, around the fitness track, the Gladiator and basketball courts, senior toilets.
 - Courtyard: Eating area, behind the eating area building, all concreted areas, around the front of the school and garden 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 Lucknow Primary 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 in the yard duty book
- 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 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 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 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.

Classroom Supervision

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 office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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. 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

This policy was last updated in Term 2, 2018 and is scheduled for review in 2021.

This policy will also be updated if significant changes are made to school grounds that require a revision of Lucknow Primary School's Yard Duty and Supervision Policy.