

# NEWHAM PRIMARY SCHOOL

## Yard Duty & Supervision Policy

### PURPOSE

The purpose of this policy is to explain to staff Newham Primary School's yard duty procedures and expectations for the appropriate supervision of students. 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 is also plays a vital role in helping schools to satisfy their duty of care to students.

### OBJECTIVE

To ensure that 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 and yard duty 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 Newham 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

#### Before and after school

Newham 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.

Before school (8:45-9:00am) and after school (3:30-3:45pm), school staff will supervise the school grounds.

Students who may wish to attend school outside of these hours are encouraged to register for our School's Out, outside hours care program.

#### Yard duty

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

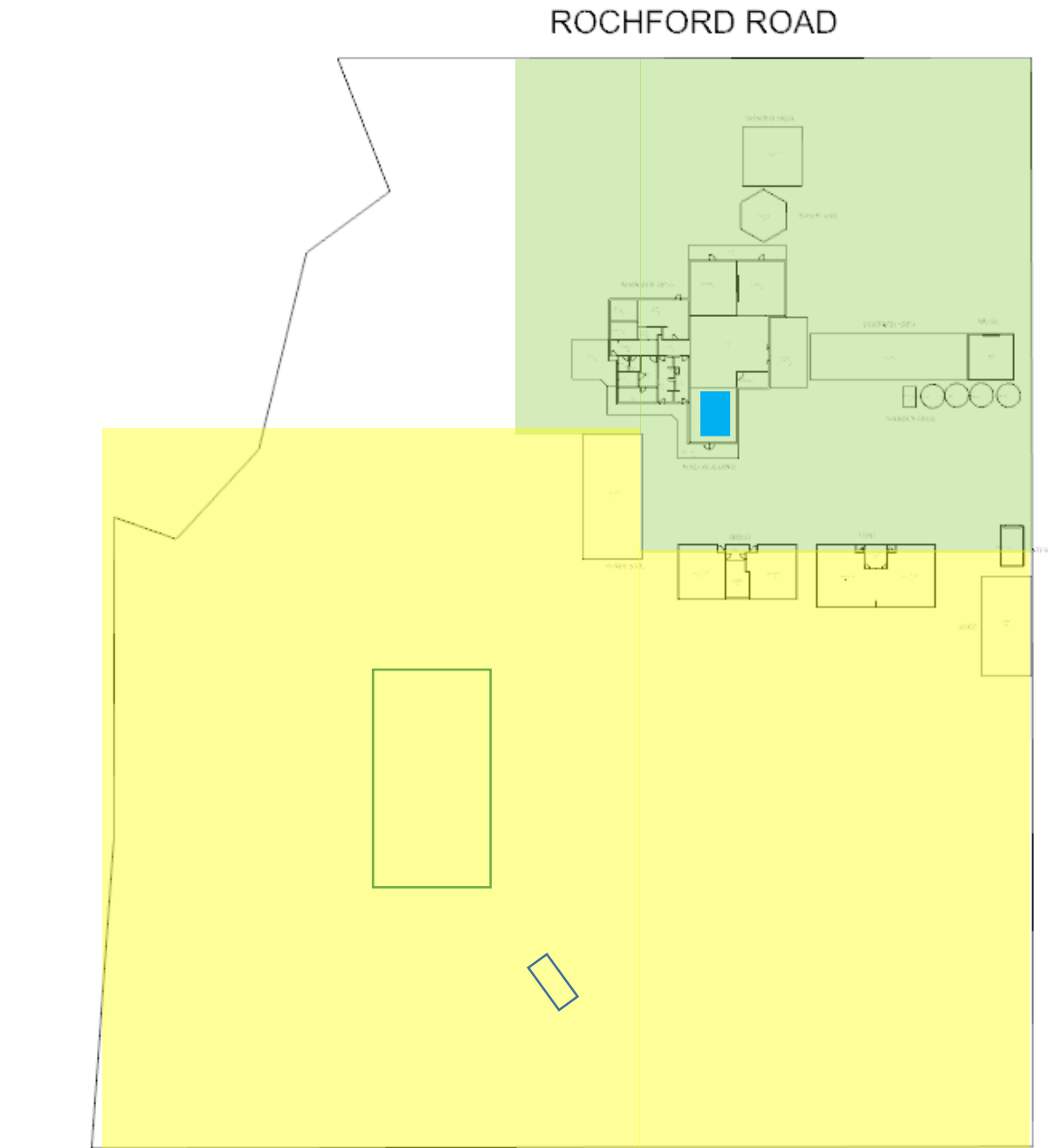
The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Newham Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are:

The **Green** Yard Duty Area is the main building area, toilets, basketball court, fort playground, shed area and North of portable classrooms.

The **Yellow** Yard Duty Area is the playground, soccer field, multi-purpose court, blue slide/hill, football area, south side of portables and toilets.

The **Blue** Area indicates Chill Zone (the passive play area) which is the tutoring classroom.



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 school staff must:

- methodically move around the designated zone
- be alert and vigilant around school boundaries, playground equipment and consistent with our school playground behaviour protocols. Be on the lookout for snakes....

\*This policy is written in consultation with DET Guidelines.

- 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 Welfare and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate i.e. CASS21 (See Admin staff).
- **In the event of Inclement Weather:** Grade 3/4 and 5/6 go to their classrooms and be covered by **Alyssa, Sue, Jacqueline and Libby**.  
1 staff member to cover both rooms).  
P-2 students go to the Project Space/Open Learning Area and their classrooms covered by **Kerry, Kath, Tim and Simone**. (2 staff members on duty at a time).  
Staff to support each for approx. 10 minutes each.
- **No students to be left unsupervised in classrooms** – if students are required to be out of the playground for any reason, it is the responsibility of the classroom teacher to oversee students during this time. The Project Space/Open Learning Area may be used for this purpose.
- **Absences/swaps** – where possible it is the responsibility of the assigned Yard Duty teacher to arrange for other staff to cover their yard duty in their absence. This is to be recorded in the diary below the whiteboard. Before School and After School Duty has an additional staff member written underneath the allocated staff member. In the event of an absence or the staff member not being able to complete the required yard duty, it is the responsibility of the staff member in brackets to complete those duties. Any additional changes to Yard Duty must be written on the whiteboard each day. In the event of an absence, Simone may assign additional Yard Duty. Please check the board every morning.
- **Punctuality** - Be prompt for duty. It is important that we uphold our duty of care and are present at our assigned duty time.  
Green Yard Duty teachers are to swap at the staffroom door.  
Yellow Yard Duty teachers are to swap at the Tutoring classroom door.
- **Staff Equipment/Requirements for Yard duty** – When on yard duty staff are required to carry the yard duty bag (please do not have students holding these bags or returning them to the staff room). Staff are required to wear a fluoro vest so that students can see them in the yard. Hats must be worn during Term 1 and Term 4.
- **Mobile Phones** – Staff are encouraged to carry their mobile phones during Yard Duty so that contact can be made with the office etc if required. Please note that personal calls should not be taken at this time. The walkie talkies are also available in yard duty bags. Sharon and Sonja in the office can show you how they work.
- **After School Lock Up Duty** – Staff assigned to this duty must ensure that the Music Room, Sheds, Outside Toilet Doors and Multipurpose Court Gates are all locked up.
- **NOTE:** It is the responsibility of classroom teachers to ensure their classroom doors and windows are locked at the end of each day.
- **Sports Equipment** – Staff on the second half of lunch are to ask students to put sports equipment away at 1:45pm.
- **First Aid** – Students who require basic first aid can be treated outside (i.e. Band-Aid on a scratch). Any student that requires additional support/treatment should be sent to the office with a First aid card from the yard duty bag.

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.

If the supervising teacher is unable to conduct yard duty at the designated time, they should 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 teacher needs to leave yard duty during the allocated time, they should contact the Principal but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should get a message to the office via a student/phone call and not leave the designated area until a relieving teacher has arrived.

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

## Classroom

Students running errands or coming to the office for first aid etc. must do so in pairs.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact neighbouring teacher or the Principal 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. 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.

## FURTHER INFORMATION AND RESOURCES

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

## REVIEW CYCLE

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

## REVISION HISTORY

School Council approval not required.

YARD DUTY AND SUPERVISION Policy					
Version	Date Created	Date Ratified at School Council (if required)	Revisions Made	Leader of Policy	Next Policy Review
1	Feb 2019	25 <sup>th</sup> March 2019	Developed through DET guidelines	Stuart Telford	March 2020
2	March 2020	March 2020	Yard duty map updated, changes made to wet weather time table staffing	Simone Wood	March 2021

\*This policy is written in consultation with DET Guidelines.

3	March 2021	March 2021	Hyperlinks referenced in relation to the Policy & Advisory Library have been updated.	Simone Wood	March 2022
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