

# NEWHAM PRIMARY SCHOOL

## Yard Duty & Supervision Policy

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Newham 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.

### 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.

Parents and carers will be advised through regular reminders in the school newsletter that they should not allow their children to attend Newham Primary School outside of these hours. Families will be encouraged to contact School'sOUT! on 0448 667 747 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:

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

- 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 RESPONSIBILITIES

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.

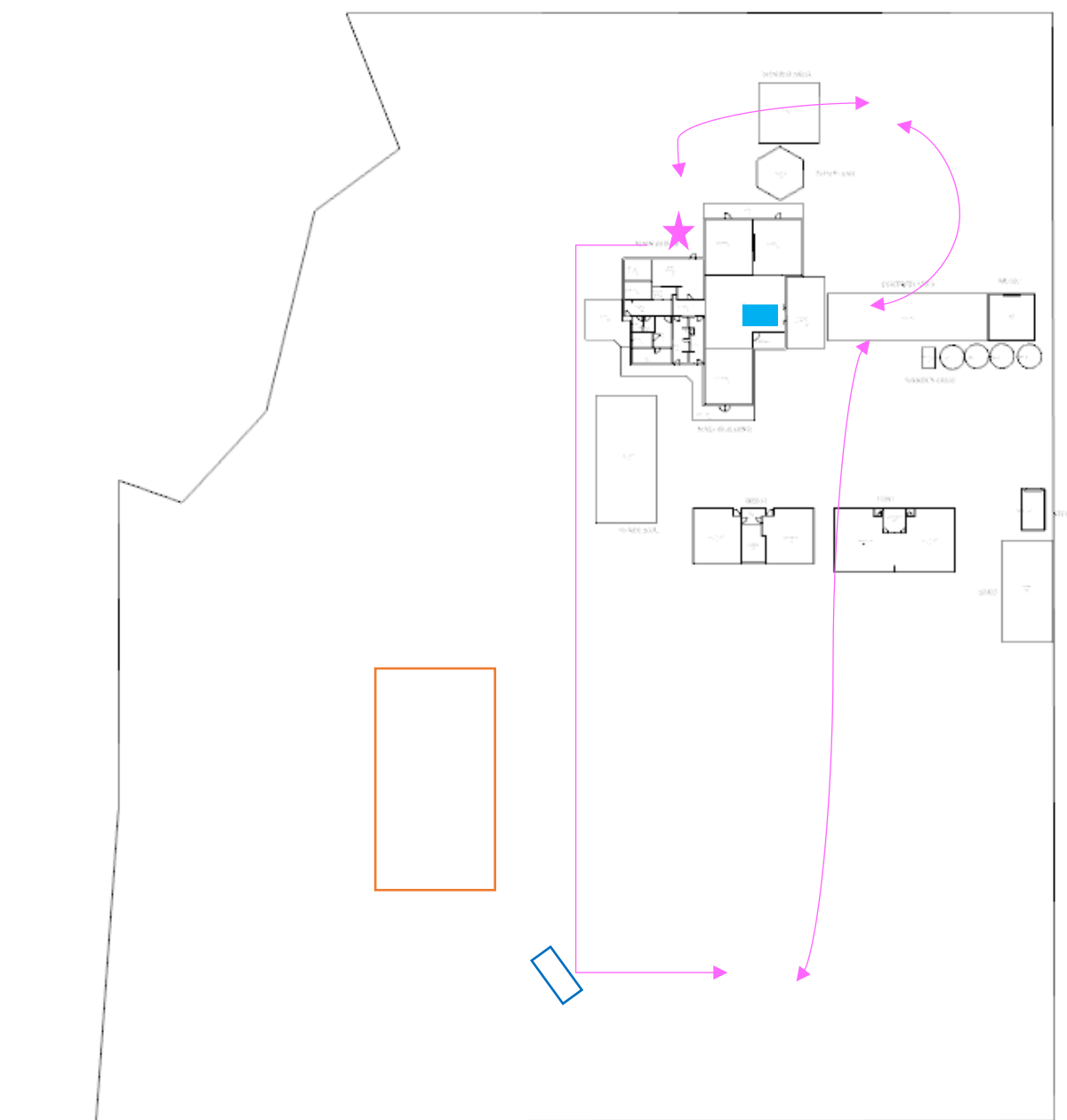
The designated yard duty area for our school is:

↔ (Don't forget to reverse direction) The Yard Duty Areas to be covered are the main building area, toilets, basketball court, fort playground, shed area, colourful playground, soccer field, multi-purpose court, blue slide/hill, football area, and around the portable classrooms.

★ Staff to swap over duty at the staff room door.

The **Blue** Area indicates Chill Zone (the passive play area) which is the middle space in the main building.

## ROCHFORD ROAD



Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zone
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- be alert and vigilant around school boundaries, playground equipment and consistent with our school playground behaviour protocols. Be on the lookout for snakes....
- 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. Compass, eduSafe (See Admin staff).

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

**In the event of Inclement Weather:** Students will be in the 'middle Space' and monitored by yard duty teacher. Extra staff will support where required.

**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.

### **Staff Equipment/Requirements for Yard duty**

- When on yard duty staff are required to carry the yard duty bag at all times (please do not have students holding these bags or returning them to the staff room). The yard duty bags are stored in the staff room opposite the fridge.
- Staff are required to wear a hi-vis vest so that students can see them in the yard. Each teacher has a hi-vis vest in their classroom. There are also vests stored in the staffroom.
- Hats must be worn during Term 1 and Term 4.
- Be familiar with the yard duty information pack containing student health and safety information stored in the yard duty bags.
- Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

**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.

**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 2:25pm.

**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

The classroom teacher is responsible for the supervision of all students in their care during class.

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, 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

Newham Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Newham Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in the classroom.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored daily
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

## 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 STUDENTS 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:

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Included as a reference in our school newsletter
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

## 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](#)
- [Supervision of Students](#)
- [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 – for noting.

| YARD DUTY AND SUPERVISION Policy |              |                                               |                                                                                                                                                        |                |                    |
|----------------------------------|--------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------|
| Version                          | Date Created | Date Ratified at School Council (if required) | Revisions Made                                                                                                                                         | Approved by    | 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         |
| 3                                | March 2021   | March 2021                                    | Hyperlinks referenced in relation to the Policy & Advisory Library have been updated.                                                                  | Simone Wood    | March 2022         |
| 4                                | March 2022   | March 2022                                    | Additional text inserted from Digital Devices onwards. Communication section included and policy links updated.                                        | Simone Wood    | March 2023         |
| 5                                | April 2023   | May 2023                                      | Additional text included in before and after school care, yard duty responsibilities and classroom to align with DE policy. Updated classes and staff. | Simone Wood    | April 2024         |

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|   |             |             |                                                                                         |            |          |
|---|-------------|-------------|-----------------------------------------------------------------------------------------|------------|----------|
| 6 | May 2024    | May 2024    | Updated inclement weather YD                                                            | Tim Furphy | May 2025 |
| 7 | May 2025    | May 2025    |                                                                                         | Tim Furphy | May 2026 |
| 8 | August 2026 | August 2026 | Removed Sharon (office admin) – no longer employed. Also updated uEducateUs to Compass. | Tim Furphy | May 2027 |