



# Yard Duty and Supervision POLICY

ISSUE DATE: June 2022 | REVIEW DATE: June 2023



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 9354 1660.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Coburg North 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**

Coburg North's grounds are supervised by school staff from 8:45am- 9:05am and 3:30pm-3:45pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be available to supervise the Little Area (Bishop St playground), O'Hea St entrance, Foundation Playground and Jersey St entrance.

Parents and carers will be advised of these arrangements via our school's website, parent information handbook and through Compass Newsfeeds.

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, the parent consents and have previously registered with the out of school hours provider)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

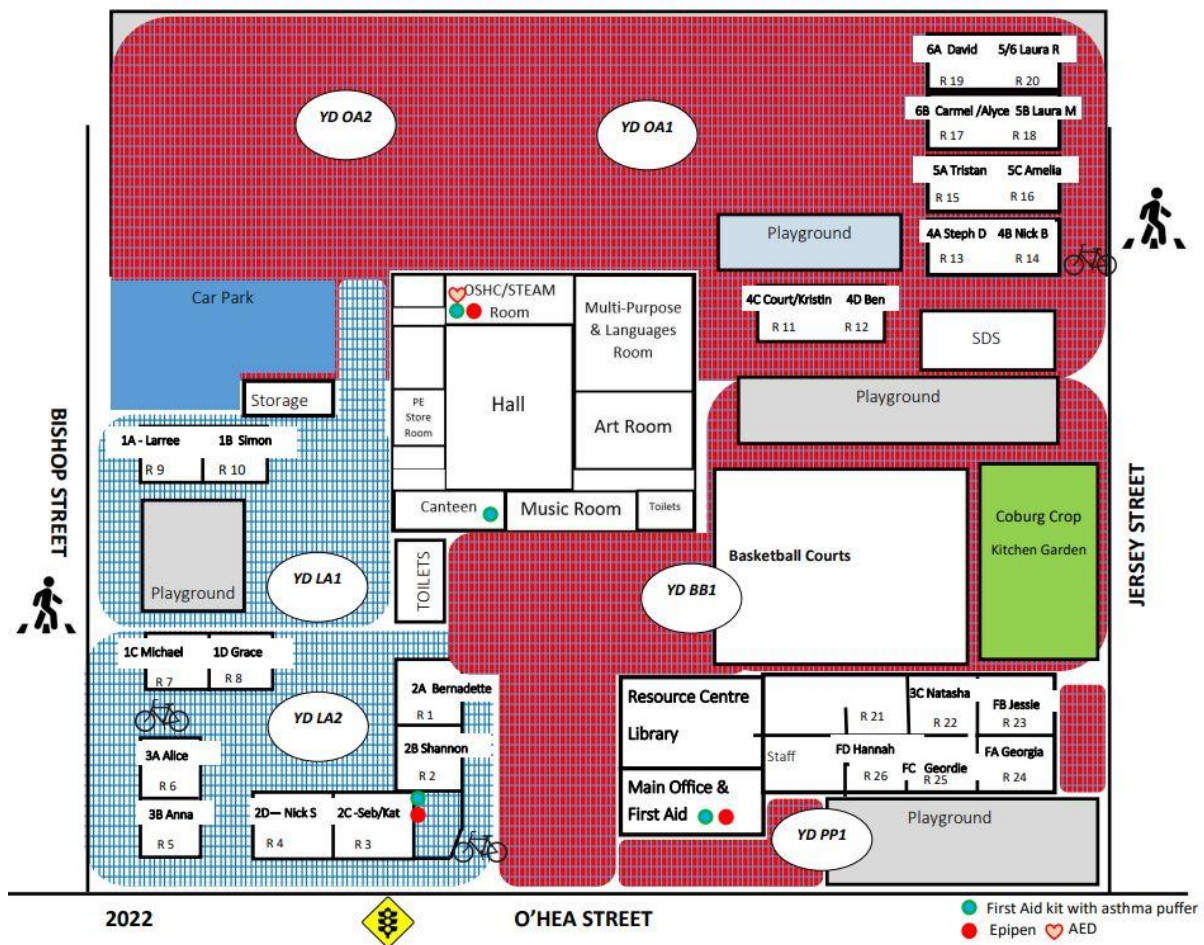
### Yard duty

All staff, including casual relief teachers, at Coburg North Primary School are expected to assist with yard duty supervision and will be included in the Yard Duty roster.

The Assistant Principal/Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. Any changes due to staff absences will be communicated to staff via the Daily Bulletin on Compass. At Coburg North Primary School, school staff and casual relief teachers will be designated a specific yard duty area to supervise.

### Yard Duty Zones

The designated yard duty areas for our school are shown in the map and table below.





Zone	Area
YD OA1	Bishop Street side of the oval
YD OA2	Jersey Street side of oval including around all portables and playground
YD LA1	North aspect of Little Area and area up to oval
YD LA2	Little Area around cream brick building, decking and bike shed
PP1	Foundation Playground at the front of the school

### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Permanent staff have their own Safety/hi-vis vests and extra Safety/hi-vis vests are stored in the staff room.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag is provided for each teacher (one first aid bag to share between two teachers, stored in their adjoining office in their classroom). Additional first aid bags are stored in the staff room for CRT use.
- be familiar with the yard duty information pack containing student health and safety information stored on the first aid bag (laminated student profiles)
- 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 Coburg North 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, on COMPASS
- 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

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member (if they do not have one on them).

### **Yard duty responsibilities**

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

**Coburg North Primary School 180 O'Hea Street, Coburg VIC 3058**

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During yard duty, supervising school staff must:

- methodically move around to all parts of their designated yard duty zone to ensure the supervision of all students using this area. This includes any adjacent out of bounds areas to ensure all students are visible and safe.
- 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 at front office (excluding drop off and collection periods)
- ensure students remain in their designated year level zones
- make safe as soon as possible to do so any OH&S issues and report to the school's facility manager and OH&S representative. Report and log any near misses and/or any defects or potential dangers in grounds and play areas to the school's facility manager and OH&S representative. Depending on the incident this may be via Compass, Maintenance Register or Edusafe.
- 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.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Assistant Principal or Daily Organiser 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 or Daily Organiser but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should contact the office and not leave the designated area until a relieving staff member has arrived.

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 office or teacher in neighbouring classroom for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom or adequate supervision has been put in place before leaving.



Students should move around the school in pairs during class time when:

- going to the toilet
- filling water bottles
- collecting lunch orders
- emptying recycling or compost bins
- visiting the IT office for technical support
- attending the office for medical treatments or first aid
- leaving school early
- completing errands for teachers such as returning resources

Students who have been asked to leave the classroom for behavioural reasons may be escorted to another classroom or to the front office by other students when safe to do so. When a student needs teacher assistance to exit a classroom a member of the Wellbeing and Inclusion Team or Assistant Principal/Principal should be called.

When a student exits a classroom without teacher permission, the teacher will contact a member of the Wellbeing and Inclusion Team or Assistant Principal/Principal to support the student's return to class.

### **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**

Coburg North follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices. Students and families are expected to follow the school's [Digital Technologies Policy](#), [Acceptable Use of Digital Technologies Agreement](#) and terms of any lease agreement held with the school.

Coburg North will ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised by a teacher or ES staff member as outlined in DET's Operation Guide/s. These sessions may take place in a classroom, hall or library depending on the number of students attending onsite.

When a student is participating in remote learning from home or offsite, parents/carers/guardians are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored by the number of online sessions they attend or by work submitted with a previous understanding between the teacher and family.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – Referral to our Wellbeing and Inclusion Team and Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

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### **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 staff in the following ways:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook

Information for parents and students on supervision is available:

- on our school website,
- parent information handbook
- parent reminders through the newsletter

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	June 2023

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