



SUPERVISION & YARD DUTY

ISSUE DATE: FEBRUARY 2021 | REVIEW DATE: FEBRUARY 2022

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 Coburg North 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

Coburg North 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.

Coburg North Primary School will regularly inform parents/carers of the precise times during which the school's grounds will be monitored in the school newsletter each term.

Before and after school, school staff will be available to supervise the school oval, the basketball court, the west side play yard (Little Area), the O'Hea St entrance and Jersey St entrance.

Parents and carers should not allow their children to attend Coburg North Primary School before 8.45am and after 3.45pm. Families are encouraged to contact OSHC on 9354 9989 or refer to <https://www.coburg-north-ps.vic.edu.au/page/83/OSHC> 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 direct the student to the administration office (Wa-Dam-Bak building) until 8.45am.

If early arrival becomes a regular occurrence, the principal or nominee staff member will, 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 direct the student to the administration office (Wa-Dam-Bak building) and 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)
- 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

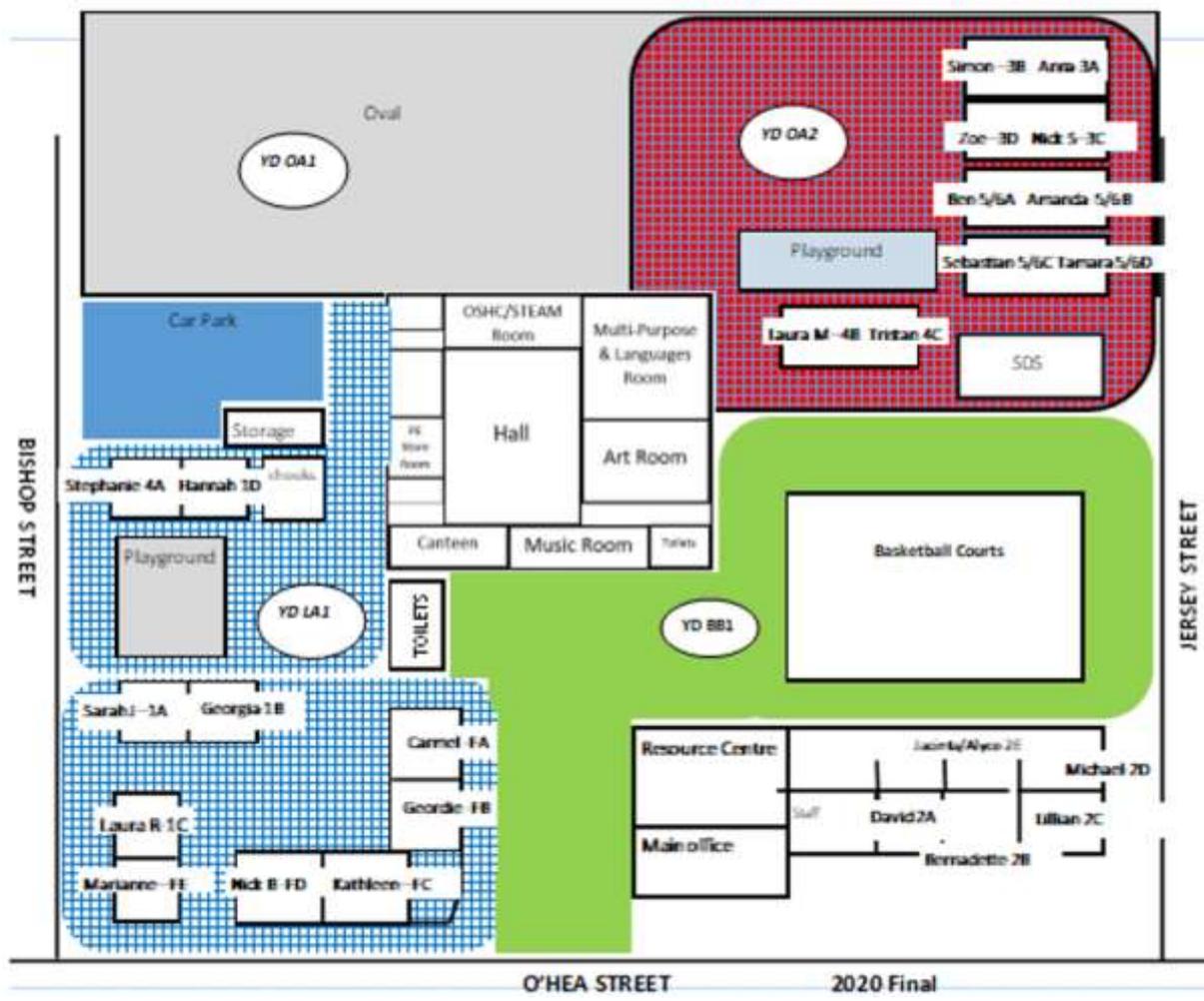
School staff who are rostered on for before or after school supervision, or yard duty must follow the processes outlined below.

Yard duty

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

The assistant principal/ daily organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Coburg North Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 1, 2020 are as outlined in the map below.



CODE	AREA
YD OA1	West aspect of oval
YD OA2	East aspect of oval including around all portables & playground
YD LA1	North aspect of Little Area & area upto oval
YD LA2	South aspect of Little area & around cream brick building
YD BB1	Basketball courts, in front of stage and main entrance walkway

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.

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, including inspecting the marked 'out of bound areas adjacent to their yard duty area
- 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

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the assistant principal/ 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 send a message to the assistant principal/ office staff 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/call assistant principal or daily organiser 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

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 teacher in the joining classroom, and open up the dividing wall.

In the event of a teacher not having a teacher next door, the teacher must call the assistant principals/ office staff and request a replacement. 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, including when external providers are engaged to conduct part or all of the activities. 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
- Child Safe Standards
- Duty of Care
- Visitors in Schools