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## ***Yard Duty and Supervision Policy***

### ***Purpose***

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

### ***Scope***

This policy applies to all teaching and non-teaching staff at St Andrews Primary School including education support staff, casual relief teachers and visiting teachers.

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.

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.

### ***Before And After School***

St Andrews Primary School's grounds are supervised by school staff from 8:45am before school and until 3:45pm after school. Outside of these hours, school staff will not be available to supervise students.

Before school: Students are restricted to the front asphalt area and the front playground area only.

After school: Students are restricted to the front asphalt area and the front playground area only from 3:30pm to 3:45pm. Parents may supervise their children on the oval.

Parents and carers should not allow their children to attend St Andrews Primary School unaccompanied outside of these hours on school days.

Families are encouraged to contact our Out of School Hours Care (OSHC) service, 0427 245 921 or make alternative arrangements if they cannot meet these requirements.

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
- inform them that their child has been placed into the OSHC service and they will be billed accordingly
- request that the parent/ carer use the OSHC service or 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 and bill the parents/carers accordingly

- 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 must follow the processes outlined below.

### *Yard Duty*

All Department of Education and Training (DET) staff at St. Andrews 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 St. Andrews Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty times, areas and staffing are:

<b>Time</b>	<b>Area</b>	<b>Staff</b>
8:45am – 9:00am	Front of school only – asphalt area, nature play area and play equipment.	1 x staff member
11:00am – 11:30am	Front or back area of school	1 x staff member
1:25pm – 2:25pm	Front or back area of school	1 x staff member
3:30pm – 3:45pm	Front of school only – asphalt area, nature play area and play equipment.	1 x staff member

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
- 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.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in the Illness / Injury parent Notification book and/or ask for assistance from office staff or the principal if a DET Incident notification form needs to be completed.
- if being relieved of their yard duty shift by another staff member 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 arrange a swap with a colleague and notify the principal.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the 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 contact the office or the staffroom 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, including during scheduled outside movement breaks.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a colleague in an adjoining room to supervise (partial opening of the partitioned walls will suffice) if possible or call the office or another colleague until supervision can be arranged.

### *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 special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

### *School Relocation Due To Bushfire Risk*

On Severe and Extreme Fire Danger Rating days, the school will relocate to Hurstbridge Primary School (HPS). On those days, St. Andrews Primary School students will be supervised by St. Andrews Primary School staff in the allocated HPS classrooms and out in the HPS grounds.

### *Digital devices and virtual classroom*

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

St Andrews 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 from a 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 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.

### *Further Information and Resources*

- St Andrews PS Bushfire Relocation Procedures
- School Policy and Advisory Guide:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

### *Communication*

This policy will be communicated to our school community in the following ways

- 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 each term
- 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.

### *Policy Review and Approval*

Policy last reviewed	15 February 2022
Approved by	Principal
Next scheduled review date	February 2023

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