

Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Pakenham Primary School.

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Pakenham 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

Pakenham Primary School's grounds are partially supervised before school by school staff from 8:30am - 8:45am. Areas covered include the Front gate (Atlantic Drive) and the front area outside Administration, as well as the courtyard outside LC4 and the canteen area on Breakfast Club days. Pakenham Primary School's grounds are fully supervised before school by school staff from 8:45am until 3:30pm (3:05pm on Wednesdays). Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Pakenham Primary School outside of these hours. Families are encouraged to contact Big Childcare for more information about the before and after school care program 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:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program

- 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.

Yard duty

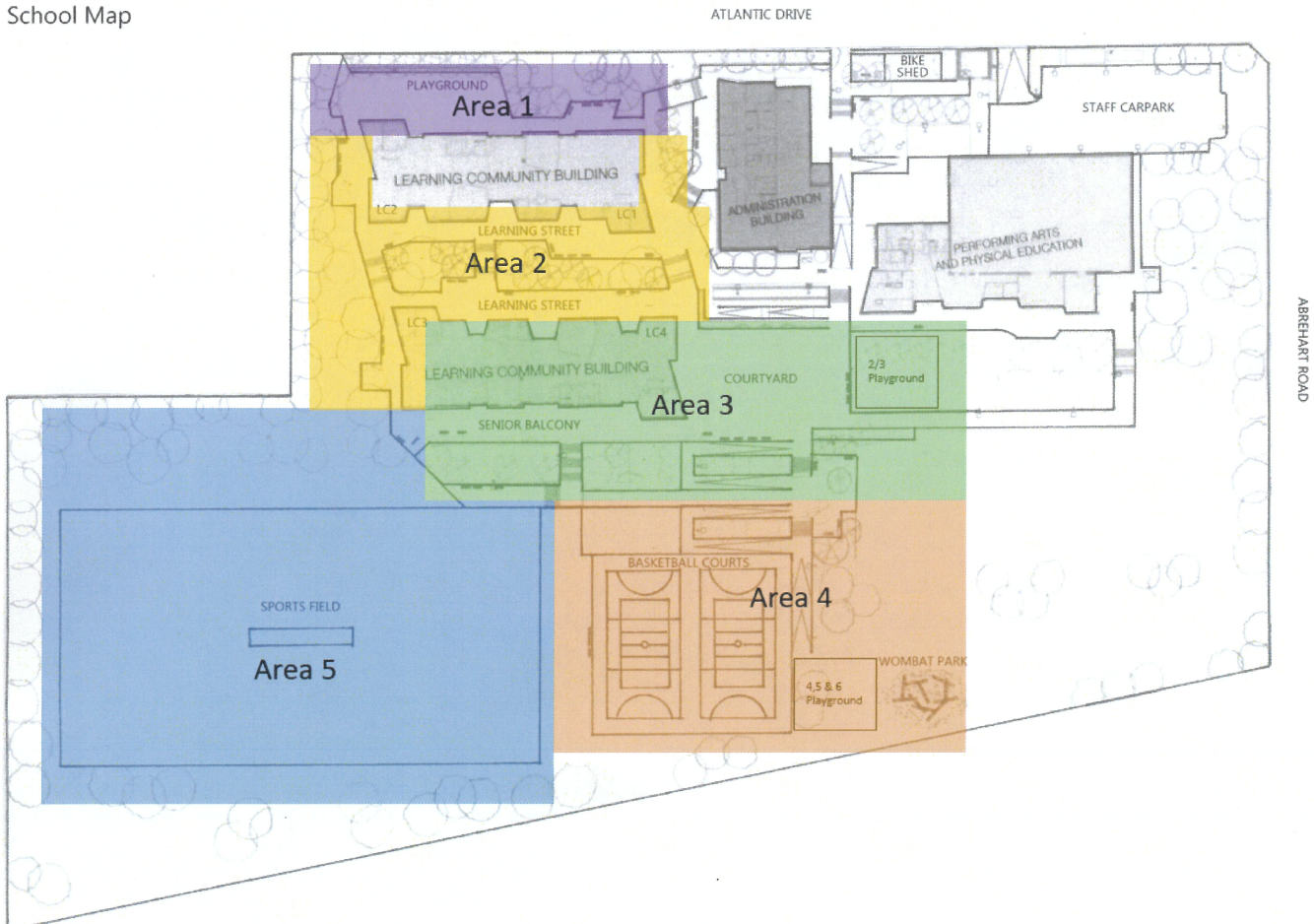
All staff at Pakenham Primary School are expected to assist with yard duty supervision and will be included in the weekly timetable.

The principal, or alternative nominee, is responsible for preparing and communicating the yard duty roster on a regular basis. At Pakenham 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 3, 2022) are Area 1, Area 2, Area 3, Area 4 and Area 5.

Area Number	Specific Location
Gate Duty (before and after school only)	Front Gate on Atlantic Drive Staff Car Park Gate (from 8:45am)
Area 1	Junior Playground
Area 2	Learning Street
Area 3	Courtyard and 2/3 Playground
Area 4	Basketball Courts, Senior Playground and Wombat Park (nature playground)
Area 5	Oval

School Map



School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored with each staff member.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the Staff Resource Room.
- Be familiar with the yard duty information pack containing student health and safety information stored in each Yard Duty Bag.
- Have a phone available to use on duty, this can be a staff member's personal device or the school phones provided

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

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.

During yard duty, supervising staff must:

- methodically move around the designated zone ensuring active supervision of all students
- 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)
- ensure students remain in their designated year level zones
- 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 your school's Student Engagement policy and Procedures
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate. Including reporting to the Reflection Room, using the Incident Reporting form and/or logging on incidents Compass, as appropriate.

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 endeavour to swap with another staff member and/or contact the timetable coordinator 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 Principal, or appropriate delegate, 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 Administration and not leave the designated area until a replacement 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.

Learning Communities

The teaching staff are responsible for the supervision of all students in their care during class.

If a teacher needs to leave their area of the Learning Community unattended at any time during a lesson, they should first contact another teaching staff member for assistance. The teacher should then wait until students are appropriately supervised and/or wait until another staff member has arrived at their space to supervise the students 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 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

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

Pakenham Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site.

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

- student attendance will be monitored each day.
- 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.

Communication

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

- Available publicly on our school's website
- Included in staff induction processes and child safety training processes
- Included in volunteer induction processes and training for relevant volunteers
- Discussed at annual staff briefings or meetings
- Discussed at parent information nights/sessions
- Included in induction sessions for new staff

- Hard copy available from school administration upon request

Further information and resources


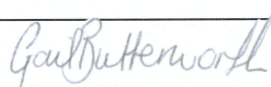
The Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

Evaluation

This policy will be reviewed every 2 years by the School Council to confirm/enhance internal control procedures. This policy will also be updated if significant changes are made to school grounds that require a revision of Pakenham Primary School's Yard Duty and Supervision Policy.

Proposed amendments to this policy will be discussed with relevant staff students and School Council if applicable.

Approved Date	School Council President	School Principal
2nd August 2022	Name: Travis Mether	Name: Gail Butterworth
	Signed: 	Signed: 

Review cycle

This policy was last updated in June 2022 and is scheduled for review in June 2024.

Version	Date	Modification	Modified By
DRAFT	July 2018	Personalised policy to Pakenham Primary School	Gail Butterworth
DRAFT V2	July 2019	Policy updated to current school timings	Rachael Kimber
Version 1	June 2020	Prepared for School Council. Edited to reflect yard duty changes to areas and map Approved by School Council	Rachael Kimber
Version 2	July 2021	Changes made to before school supervision information to reflect current practice.	Rachael Kimber
Version 3	February 2022	Updates made based on New DET Template - Help for non English speakers section added Edited to reflect yard duty changes to areas and map	Rachael Kimber
Version 4	June 2022	Changes made based on compliance to Ministerial Order 1359 (commencing 1 July 2022)	Rachael Kimber

Version 4

School Council approved this policy on: 2nd August 2022