



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 Eaglehawk 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 of 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

Eaglehawk North Primary School's grounds are supervised by school staff from 8:45am until 3:30pm. Outside of these hours, school staff will not be available to supervise students. Our school hours are available to the community via our web page and regularly in the school weekly newsletter.

Staff are on duty in the yard from 8:45am-9:00am and again from 3:15pm-3:30pm.

Parents and carers will be advised through our web page and regularly in the school weekly newsletter that they should not be encouraged to attend Eaglehawk North Primary School during unsupervised hours. Families will be encouraged to contact the Principal or office staff on 03 54468366 or refer to <http://www.ehnps.vic.edu.au> for more information about the **before** and **after** school care facilities available to our school community.

If a student consistently 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 and remind parents of the supervision arrangements before school
- request that the parent/carer make alternate arrangements in the future

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 the office area
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

During school hours

Students who seek to leave the school premises throughout the day must be signed out by parent/guardian via the Sentral.

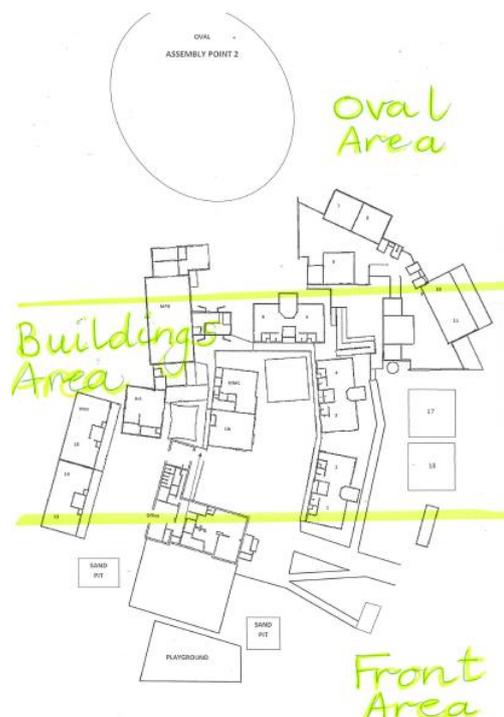
Students who are returning/arriving to school throughout the day must be signed in by parent/guardian via the Sentral.

No parent/carer is permitted to take students directly from the classroom.

Yard duty

All staff (inclusive of ES) at Eaglehawk North Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. Es staff will be asked to support the yard duty teacher during designated yard duty times allocated. Level 2 First Aid trained staff members will be responsible for supervision of the first aid room during recess and lunchtimes.

The timetable scheduler is responsible for preparing and communicating the yard duty roster on a regular basis. At Eaglehawk North Primary School, school staff will be designated a specific yard duty area to supervise. The designated yard duty areas for our school are: The front of the school, the building area and the oval area. Yard supervision will include before school, lunch breaks, recess and after school.



School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. These are stored in the office administrative area.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the office administrative area.
- Yard duty equipment must be collected by duty person 1, handed to duty person 2 and then returned after the period of supervision to the office administrative area.
- Casual relief teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursion etc. Are required to either make a swap with another staff member, or discuss the matter with the timetable coordinator.
- Staff will wear hats during mid August to the end of April as stated in our SunSmart Policy.

Yard duty responsibilities:

Staff who are rostered for yard duty (person 1) must remain in the designated area until they are replaced by a relieving staff member (person 2).

During yard duty, supervising school staff must:

- methodically move around their 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 areas
- 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
- log any incidents or near misses as appropriate on Sentral. If an injury has occurred, the office staff to record it in the accident incident book.

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 needs to leave yard duty during the allocated time, they should contact the office, 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 will 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 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 adhere to the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Eaglehawk North 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 classrooms.

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

- student attendance will be monitored through teachers marking the roll during the first online session
- any wellbeing or safety concerns for the student will be managed in accordance with 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 a 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.

Bus supervision

The bus co-ordinator will undertake bus duty each afternoon and complete a daily roll of those travelling home by the school bus.

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 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, Sentral and regularly in the 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](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	Feb-2022
Approved by	Principal and School Council
Next scheduled review date	Feb-2024

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