

YARD DUTY AND SUPERVISION POLICY

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 South Yarra 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

South Yarra Primary School's grounds are supervised by school staff from 8.45 am until 3.45 pm. Outside of these hours, school staff will not be available to supervise students. South Yarra Primary School will regularly inform parents/carers in the school newsletter, of the precise times during which the school's grounds will be monitored.

The Quad Area is supervised before school each day by school staff from 8.45 am until 9.00 am when the bell rings. From January 2019, at the end of the day, Prep and Year 1 students are dismissed at 3.20 pm. They are supervised by school staff until they are collected by their parents, carers or Out of School Hours Care staff. Preps are dismissed from the deck at the front of the school. Year 1 students are dismissed and exit the school via the gate to Fawkner Park. All other students are dismissed via the gate to Fawkner Park where they are supervised by school staff until they:

- are collected by parents or carers
- go to Out of School Hours Care
- ride or walk home

Students who have not been collected by parents or carers by 3.45 pm are escorted to the office area where parents are contacted by phone. The students are then collected from the foyer.

Parents and carers should not allow their children to attend South Yarra Primary School outside of these hours. Families are encouraged to contact Team Kids: Office 03 9532 0366 or Service Mobile 0437 972 344 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 8.45 am, 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)
- 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

Staff at South Yarra Primary School are expected to assist with yard duty supervision and will be included in the roster each term.

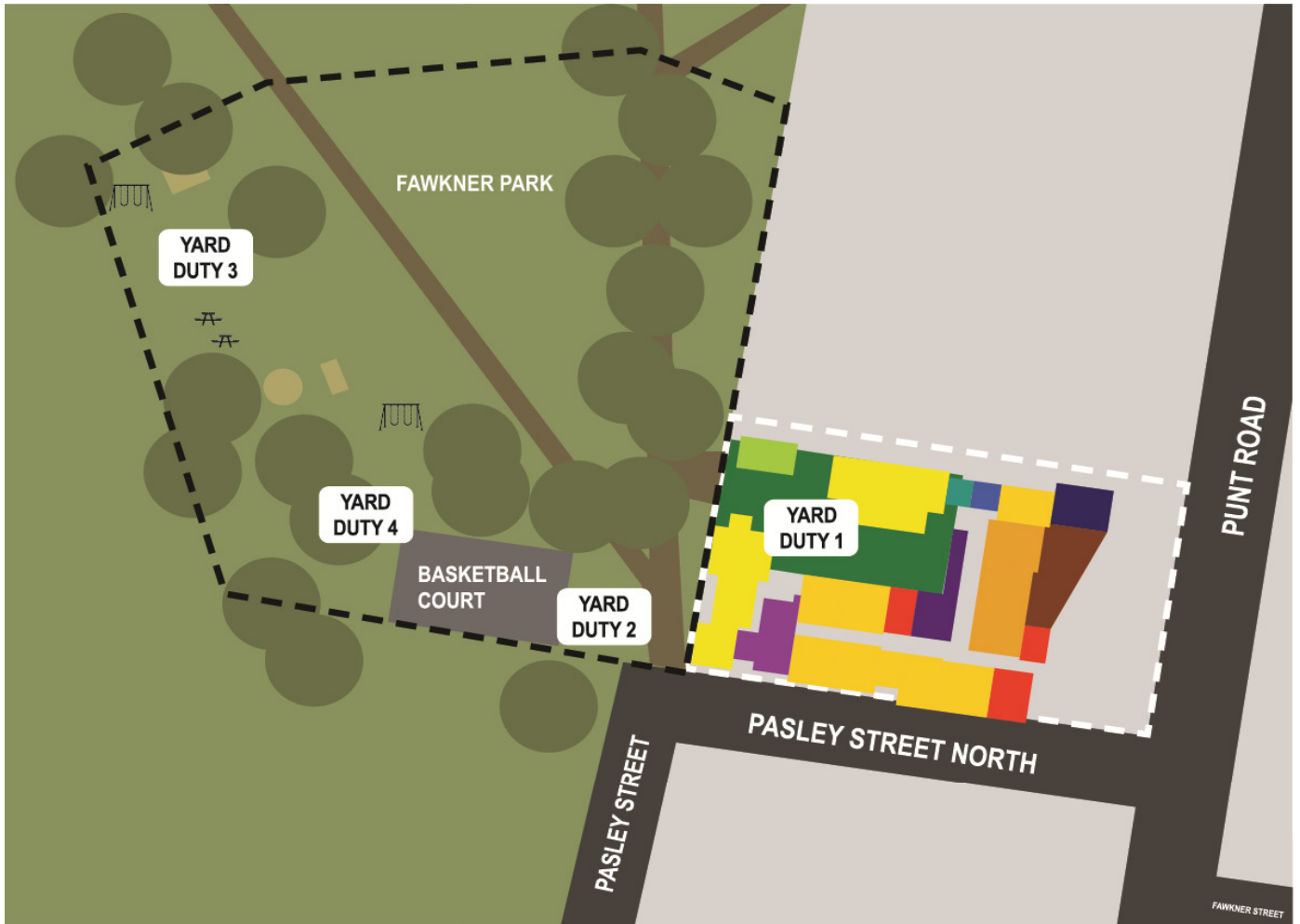
The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At South Yarra Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as in Term 4, 2018) are outlined below:

Zone 1: Quad zone (stay in the school grounds)	<ul style="list-style-type: none">• The staff member on yard duty in this zone wears a yellow vest, a wide brimmed hat (Terms 1 and 4), and has a first aid kit and a folder,• Staff are asked to have their personal mobile phones accessible in case of an emergency or if the office needs to make contact.• The staff member in Zone 1 is responsible for administering any First Aid and for sending students to the Front Office if there are any head knocks.• The staff member will have the First Aid book with them and will record all First Aid administered.
Zone 2: Basketball/Netball Court	<ul style="list-style-type: none">• The staff member on yard duty in this zone wears a yellow vest, a wide brimmed hat (Terms 1 and 4), and has a first aid kit and a folder,• Staff are asked to have their personal mobile phones accessible in case of an emergency or if the office needs to make contact.• This staff member is responsible for ensuring only basketball or netball is being played on the basketball court• Staff will need to be monitoring Pasley Street and any members of the public who enter the school area

<p>Zone 3: Playground zone (triangular grass area)</p>	<ul style="list-style-type: none"> • The staff member on yard duty in this zone wears a yellow vest, a wide brimmed hat (Terms 1 and 4), and has a first aid kit and a folder, • Staff are asked to have their personal mobile phones accessible in case of an emergency or if the office needs to make contact. • This staff member is responsible for making sure all students are using the play equipment correctly, and monitoring which year levels are allowed to use specific play equipment at specific times.
<p>Zone 4: Oval zone – ball games</p>	<ul style="list-style-type: none"> • The staff member on yard duty in this zone wears a yellow vest, a wide brimmed hat (Terms 1 and 4), and has a first aid kit and a folder, • Staff are asked to have their personal mobile phones accessible in case of an emergency or if the office needs to make contact. • This staff member is responsible for making sure all ball games on the back oval are being played properly, calmly and with good sportsmanship.

SOUTH YARRA PRIMARY SCHOOL YARD DUTY ZONES



● ADMIN / OFFICES

● PREP CLASSROOMS

● CLASSROOMS

● MULTI LEVEL CLASSROOMS

● TOILET BLOCK

● ASTRO TURF

● SPORT STORAGE

● KITCHEN / PARENT ROOM

● BEFORE / AFTER SCHOOL CARE

● BUDDY BEAR CORNER

● STAFF ROOM

● FRONT DECK

--- PARK PLAYTIME BOUNDARY

□ □ □ SCHOOL BOUNDARY

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Staff Room with the high-vis vests, Yard Duty books and First Aid bags.

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 zones 1, 3 and 4.
- If supervising zone 2, stand at the south-eastern corner of the basketball/netball court and scan the court and the play areas in your line of sight
- Be alert and vigilant at all times
- 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 *SYPS Student Codes of Conduct (junior and senior)* and *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 in a SYPS Yard Duty 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), 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.
- Supervising staff in the park zones must be the last people to return to the school and the end of recess and lunch when the bell has rung, having thoroughly checked all play areas for students still playing
- Supervising staff in the Park and the Quad will, using the Emergency Card System send a Red Card to the Staff Room, requesting extra staff assistance if there is a First Aid incident in the Park.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Yard Duty 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 staffroom 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 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. If this is not possible, students should seek the assistance of their classroom teacher or Assistant Principal/ Principal

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 front office for assistance. 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. 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](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy was last updated on November 2nd, 2018 and is scheduled for review in November, 2019.

This policy will also be updated if significant changes are made to school grounds that require a revision of South Yarra Primary School's Yard Duty and Supervision Policy.

This policy was noted by School Council on November 13, 2018.