



# YARD DUTY AND SUPERVISION POLICY

## [PRIMARY SCHOOLS]

### 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 Ultima 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

Ultima Primary School's grounds are supervised by school staff from 8:30am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Ultima Primary School outside of these hours. Families are encouraged to contact The Principal, Sandi Spittal on 03 5039 6101 to advise of any unusual circumstances which require students to attend outside of normal supervised hours.

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
- 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 staff at Ultima Primary School are expected to assist with yard duty. Due to small staff numbers,

## ULTIMA PRIMARY SCHOOL

PO Box 76, Ultima, 3544.

Telephone: (03) 5039 6101

Email. [ultima.ps@edumail.vic.gov.au](mailto:ultima.ps@edumail.vic.gov.au)



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:

- be able to view students at all times
- 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 *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 accident form which is to be entered into Cases21 if appropriate
- 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 contact available staff 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 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 Principal 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.

### 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

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- the Department's Policy and Advisory Library:
  - [Supervision of Students](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

## REVIEW CYCLE – 1YR

This policy was last updated on 29-10-2020 and is scheduled for review on October 2021. This policy will also be updated if significant changes are made to school grounds that require a revision of Ultima Primary School's Yard Duty and Supervision Policy.