



# GUTHRIDGE PRIMARY SCHOOL

## YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact Guthridge Primary School on 03 5144 3633

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Guthridge 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**

Guthridge 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.

Parents and carers will be advised through our school website and regular reminders in our school newsletter that they should not allow their children to attend Guthridge Primary School outside of these hours. Families are encouraged to access Gumnuts Out of School Hours Care on (03) 5144 6952 for before and after school care. This service is on our school grounds and available to our school and local schools in our community.

Our school gates are not open until 8:45am and students are not to arrive at school before then as beginning of the day supervision is from 8:45am. Where necessary the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carers to:

- advise of the supervision arrangements before school
- request that the parent/carers 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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

**Yard duty**

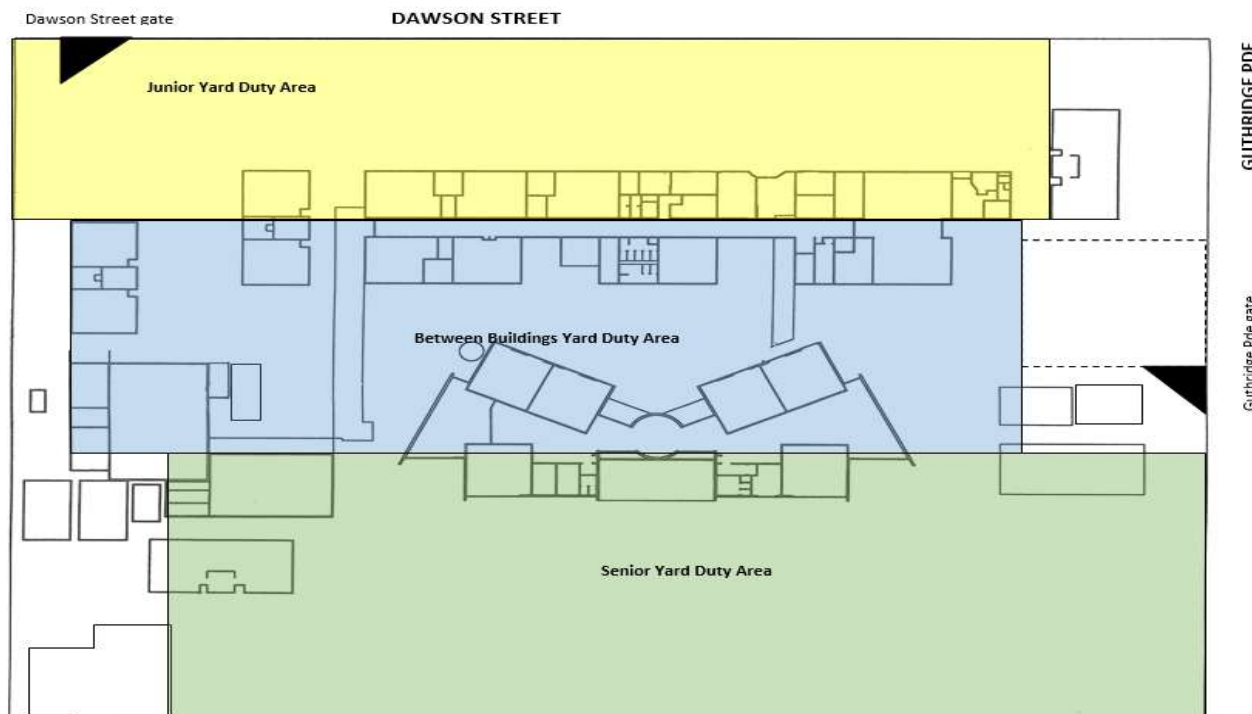
All staff at Guthridge Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal or nominee staff member is responsible for preparing and communicating the yard duty roster on a regular basis. At Guthridge Primary School, staff will be designated a specific yard duty area to supervise:

**Yard duty zones**

The designated yard duty areas for Guthridge Primary School are outlined below:

<b>Before School</b> 8:45 – 9:00 (Guthridge Gate, Dawson Street Gate)	
Recess	Junior Area
11:00 – 11:30	Between Buildings
	Senior Area
Lunch	Junior Area
1:45 – 2:15	Between Buildings
	Senior Area
<b>After School</b> 3:15 – 3:30 (Guthridge Gate, Dawson Street Gate)	



## **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty
- carry the yard duty bag at all times during supervision.
- Be familiar with the yard duty information pack containing student health and safety information folder stored in each yard duty bag

All yard duty bags listed above will be stored on the hooks just outside the staffroom.

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 or until the second bell and all students have returned to class. If a student refuses to return to class after the second bell. The yard duty teacher must send a message to the Office alerting them of the identified student and their whereabouts.

Supervising school staff must have active supervision in the yard:

- Continuous movement.
- Increase your proximity to students who might be struggling to regulate their behaviour.
- Regularly move to areas of the yard that might pose challenges.
- Visually sweep all areas of the yard to observe all students on a regular basis.
- Make brief eye contact with students in more distant locations of the yard.
- Look and listen for signs of a problem.
- If speaking/problem solving with an individual student or group of students position the supervising school staff maintain a position to ensure they can continue to maintain supervision of the area.

## **Supporting learning**

- During playtime check-in with students
- Monitor and direct/redirect students to purposeful play activities
- Remind students of suitable games and activities
- Reinforce behaviour as a choice
- Teach strategies to ensure appropriate choices
- Pre-Correct and Re-Teach as necessary
- Enquire about their actions and probe for understanding
- Enquire about feelings – theirs and feelings of others
- Use strategic prompts, cues and questions to guide students thinking (guided discussion)
- Provide feedback on behaviour and impact on others.
- Reteach skills as required (focused instruction)
- Actively supervise - be alert and vigilant
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- Enforce behavioural standards and expectations
- Implement appropriate consequences for breaches of safety rules, in accordance with Yard Behaviour Management Flow Chart (Appendix A) and 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 i.e. refer students to Sick Bay for treatment and incident management.

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 relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to 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 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 follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

### **Digital devices and virtual classroom**

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

If our school has students participating in virtual and remote learning on school site (for example a program or class that is delivered virtually, off-site, by another school or instructor while the student remains on-site at our school, then our school will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site, as required. In these cases, students will be supervised to access set content virtual and remote learning content in a designated learning space i.e. library/break out space/ common area.

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

- student attendance will be monitored each for each required session
- 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
- Available to staff on school's server
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required

Additionally, information for parents and students on supervision before and after school is available on our school website, on our weekly Newsletter and parent reminders are sent at the beginning of each term in our school 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](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2023
Approved by	Principal
Next scheduled review date	Prior to August 2025

