



## 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 Fairfield 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.

#### **BEFORE & AFTER SCHOOL**

Fairfield Primary School's grounds are supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff are not available to supervise students.

Parents and carers will be advised about before and after school supervision via a notification on Compass and regular reminders in our newsletter that they should not allow their children to attend Fairfield Primary School outside of these hours. Families will be encouraged to contact [OSHClub](#) 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 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 (if available and the parent consents).
- Contact Victoria Police and/or Child Protection to arrange for the supervision, care, and protection of the student.



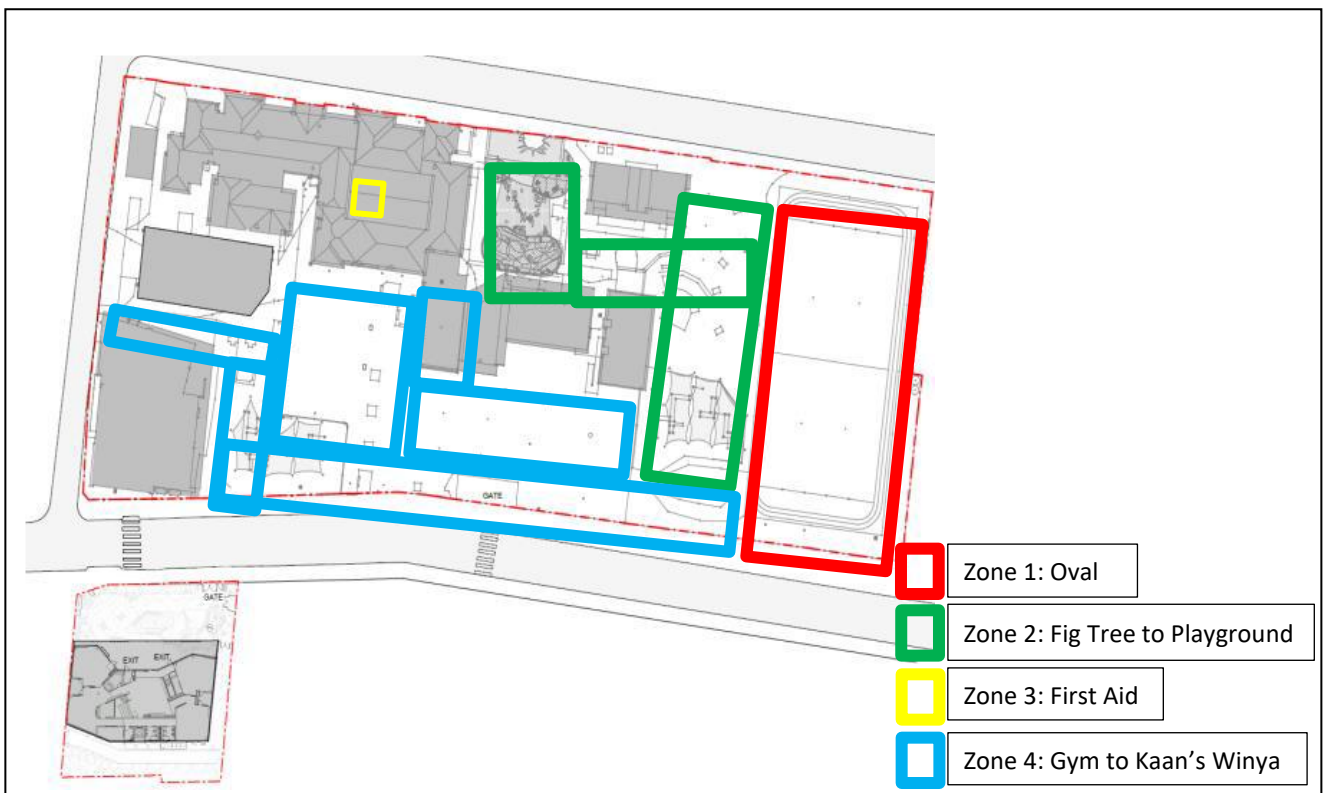
## YARD DUTY

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

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. Fairfield Primary School, school staff will be given a yard duty roster which will be updated each term.

### Designated Yard Duty Zones

Zone	Area
Zone 1	The oval
Zone 2	The playground to the Fig Tree Courtyard
Zone 3	The First Aid room
Zone 4	The gym to Kaan's Winya (indigenous garden)



### Yard Duty Equipment

School staff must:

- Wear a safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are stored in the staff room.
- Always carry the yard duty first aid bag during supervision. The yard duty first aid bag will be stored in the staff room.
- Wear a SunSmart hat according to the school's *SunSmart Policy*.
- Be familiar with the yard duty information pack containing student health and safety information stored in the First Aid room.
- Return yard duty equipment after the period of supervision, or hand it 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 school staff must:

- Methodically move around the designated zone.
- 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 via email to the Assistant Principal.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into two 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 is unable to conduct yard duty at the designated time, they should contact the Assistant Principal 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 Assistant Principal 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 should send a student to the staff room to request a replacement supervisor 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 teacher in the next room for assistance. The teacher should then wait until their class can be adequately supervised before leaving.

### **SCHOOL ACTIVITIES, CAMPS & 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.



## DIGITAL DEVICES AND VIRTUAL CLASSROOM

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

Fairfield 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 by teachers/relief teachers and Education Support staff.

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

- Student attendance will be monitored first thing in the morning and again after lunch.
- 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.

## OTHER AREAS REQUIRING SUPERVISION

If students are required to move around the school during class time (to use the toilets/go to the office/return a library book, etc.), they are to be sent in pairs. If they have taken longer than expected, the teacher is to notify the Principal, Assistant Principal, or the Administration Office.

When students are required to move between campuses, they must always be supervised by a staff member.

### Further Information & Resources

The following policies outlined by the Department of Education:

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



## 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 in our staff handbook.
- 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 and parent reminders are sent at the beginning of each term in our school newsletter.

## Evaluation

This policy will be reviewed as part of Fairfield Primary School's 2-year review cycle in October 2023.

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

## Policy Review & Approval

Policy last reviewed	October 2021
Consultation	Principal, noted at School Council in 2021.
Approved by School Council & Principal	October 2021
Next scheduled review date	October 2023