



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please the office on 9309 4350

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Westmeadows 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

Westmeadows Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the school oval and east entrance of the school.

Parents and carers will be advised through COMPASS about before and after school supervision if it changes. Parents should not allow their children to attend Westmeadows Primary School outside of these hours. Families will be encouraged to contact Their Care on 1300 072 410 or refer to <http://theircare.com.au/> 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.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

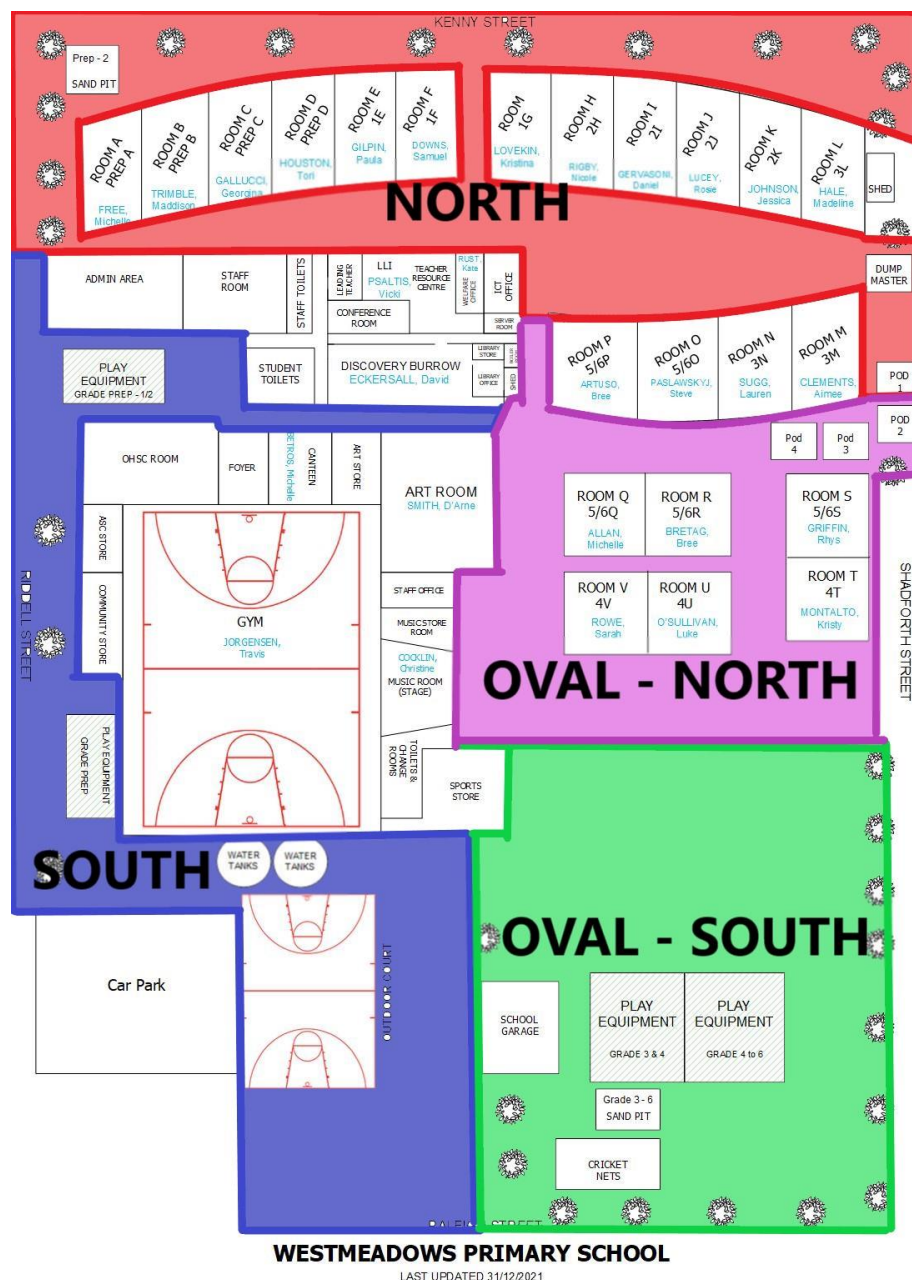
Yard duty

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

The Daily Organiser (member of the leadership team) is responsible for preparing and communicating the yard duty roster on a regular basis. At Westmeadows Primary School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones for Teaching Staff

The designated yard duty areas for our school as at Term 2, 2022 are North, Oval North, Oval South and South



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Each teacher will be provided with their own Safety/hi-vis vests and will be responsible for storing it in their classroom
- always carry the yard duty first aid bag during supervision. Each teacher will be provided with their own yard duty first aid bag will be stored in in their classroom with their safety/hi-vis vest.
- be familiar with the yard duty information pack containing student health and safety information stored in the Classroom Information Folder.

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 ensuring active supervision of all students. Staff need to ensure to be vigilant of moving balls
- 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 at the office.
- 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 and SWPBS
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass and/or Edusafe Plus.
- When being relieved of their yard duty shift by another staff member, 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 Daily Organiser (normally 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 Daily Organiser (normally 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 message to the office/call Assistant Principal or member of the Leadership Team 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 person next door, if they are unavailable 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 – this may be the teacher next door.

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

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

Westmeadows 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 while they undertake virtual and remote learning while at school eg the 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 daily.
- 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

- Students expected to go to the toilet in pairs during class time.
- Students are expected to go in pairs when leaving the classroom at anytime during class time.

FIRST AID DUTIES



Yard Duty First Aid Procedures



Level of Severity	Medical examples	Guidelines
On the Spot Treatment (To be recorded on COMPASS if treated in the First Aid Room)	<ul style="list-style-type: none"> • Grazes • Scratches • Headaches • Minor injuries 	<ul style="list-style-type: none"> • It is every teacher's responsibility to maintain the items in their Yard Duty First Aid Bag.
First Aid Room Treatment (To be recorded on COMPASS. For all head injuries <u>phone</u> the parent/guardian)	<ul style="list-style-type: none"> • Heavy knock or fall • Lacerations • Head injuries • Blood noses • Sting/Bite 	<ul style="list-style-type: none"> • Give child a first aid card. • Send child in with one other child. • Children to enter via water tank corridor door.
Call For Help Emergency <ul style="list-style-type: none"> • WorkSafe to be notified if it's a 'Notifiable Incident' 13 23 60. • To be recorded on COMPASS • Notify ISOC 1800 126 126 	<ul style="list-style-type: none"> • Unconscious • Anaphylaxis • Seizure • Concussion • Suspected breaks 	<ul style="list-style-type: none"> • Give a pair of students a "HELP REQUIRED" card. Send to the office to seek immediate help. • Remain with student and commence appropriate First Aid treatment.

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 induction pack
- 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 on COMPASS.

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	07/06/2022
Approved by	Principal
Next scheduled review date	June 2024

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