



PINEWOOD PRIMARY SCHOOL

YARD DUTY AND SUPERVISION POLICY

1 PURPOSE:

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

2 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 Pinewood 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.

3 BEFORE AND AFTER SCHOOL

Pinewood 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 the Supervision Roster is split into 2 areas:

1. Front – which incorporates Zone 1, 2 and 3
2. Back – which incorporates Zone 4 and 5

Entry and Exit points of the school are closely monitored during these times by the rostered staff member

Parents and carers should not allow their children to attend Pinewood Primary School outside of these hours. Families are encouraged to contact OSHClub on 0409 906 462 or refer to www.oshclub.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)
- 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.

4 YARD DUTY

All staff at Pinewood 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. At Pinewood Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at 28th January 2020 are:

Zone 1	Front Playground
Zone 2	Basketball Court and "Forest" Area
Zone 3	Rope Playground and H'ball Courts
Zone 4	Middle Area
Zone 5	Oval Area



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be distributed to each staff member and are stored in an easily accessible area of the classroom. Casual Relief Staff will be issued with a vest upon arrival at the school.

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 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 as set out in the Code of Conduct – Student Behaviour document
- Ensure that students who require first aid assistance receive it as soon as practicable
- Log any incidents or near misses as appropriate [i.e. in a Yard Duty Book, and/or on Compass Chronicle
- 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.

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 school office via the Walkie Talkie 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 school office via the Walkie Talkie 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.

5 CLASSROOM

The classroom teacher is responsible for the supervision of all students in their care during class, and must ensure that they are in the necessary areas as identified on the School timetable, or where there are variations to this timetable, as recorded on the Daily Organisation.

6 WEATHER BASED ALTERNATIVE SUPERVISION

In the event of inclement weather conditions that result in safety concerns for students in the external school environment during recess and lunchtime an alternative timetable will be adopted.

When this is necessary the school principal or staff member nominated by the principal will communicate this to all staff and students and the WHWW Timetable will be adopted, ensuring that students are supervised in classroom areas during recess and lunchtime.

Learning Leaders in each area are responsible for communicating a supervision roster with staff designated to each area at these times.

7 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

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

8 EVALUATION:

- This policy will be reviewed as part of the school's three-year review cycle.

- This policy was last ratified by School Council on

2020