



# Yard Duty and Supervision Policy

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## **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 Croydon Hills, 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**

Croydon Hills Primary's grounds are supervised by school staff from 8:45am; at recess time and lunchtime; and after school until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Croydon Hills outside of these hours. Families are encouraged to contact OHSC on 9724 4515 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.

### **Yard duty**

All staff at Croydon Hills 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 Croydon Hills, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school

<b>Area</b>	<i>During Recess and Lunchtime</i>	<i>Before and after school</i>
1	Prep and Junior Playground	Prep and Junior Playground
2	P-4 ovals and Middle Playground	School crossing and Northern Carpark
3	Birches, Courtyard and Soccer Oval	Birches, Courtyard, Basketball Courts
4	Senior Oval and Basketball Courts	Southern entry on Campaspe Drive



- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate i.e. on Compass
- 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.
- pay close attention to fence lines and school boundaries; encouraging students to play in alternate spaces.

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 a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/call Assistant 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact neighbouring teacher, Coordinator or Assistant Principal for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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 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](#)

## REVIEW CYCLE

Ratified by School Council - February 2021

Review Date - February 2023

*This policy will also be updated if significant changes are made to school grounds that require a revision of Croydon Hills Yard Duty and Supervision Policy.*