**WINDSOR PRIMARY SCHOOL**

**YARD DUTY AND SUPERVISION POLICY**

*A diverse and inclusive community where everyone is respected and has the opportunity to thrive.*

**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 Windsor 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.

**Policy**

### **Before and after school**

Windsor 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. These yard duty times will be on the website and reminders will be put in the newsletter regularly.

Before and after school, school staff will be available to supervise a designated area.

Parents and carers should not allow their children to attend Windsor Primary School outside of these hours. Families are encouraged to contact the office staff on 9521 3711 or refer to our website www.windsorps.vic.gov.edu 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, they will need to attend Breakfast Club. If this is not possible their parents are to advise the principal or nominee staff member, as soon as practicable to:

* of the supervision arrangements before school
* or request support for 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 Windsor Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

The designated yard duty areas for our school as at Term 1, 2020 are

|  |  |
| --- | --- |
| **Zone** | **Area** |
| Zone 1 | Little End Supervision Zone |
| Zone 2 | Big End Supervision Zone |



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staff room.

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 set out in your school’s *Student* *Engagement and Wellbeing* policy
* ensure that students who require first aid assistance receive it as soon as practicable
* log any incidents or near misses as appropriate in the referral book
* 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 are to arrange a yard duty swap with another member of staff. If this is not possible they are to contact Yard Duty Supervision Timetablerwith as much notice as possible prior to the relevant yard duty shiftto ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, they are to send a message to the office or staffroom,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 are to send a message to the office/staff room 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 initially speak to the supervising yard duty staff member.

### **Classroom**

The Learning Space teachers & specialists are 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 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.

Any teacher instructing student/s to be in an alternative location other than with the class or in the yard (ie. classroom removal or staying in during recess or lunch) is responsible for the supervision of the student/s unless prior arrangements have been made with another staff member.

### **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. 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](http://www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx)
	+ [Duty of Care](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx)
	+ [Child Safe Standards](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/childsafestandards.aspx)
	+ [Visitors in Schools](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx)

## **Review Cycle**

This policy was last updated in February 2022 and is scheduled for review in 2024. This policy will also be updated if significant changes are made to school grounds that require a revision of Windsor Primary School’s Yard Duty and Supervision Policy (when any major building takes place).