

Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9702 8398.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Coral Park 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

Coral Park Primary School's grounds are supervised by school staff from 8.40am until 3.45pm. Outside of these hours, school staff will not be available to supervise students.

Both gates are supervised by a staff member between 8.40am and 9am and again at 3.30pm until 3.45pm to support the safe entry and exit of our students. The basketball court area is also supervised during these times.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Coral Park Primary School outside of these hours. Families will be encouraged to contact Hampton Park Community Centre on 8768 8342 or refer to [Out of School Care Program \(hamptonparkch.vic.edu.au\)](https://hamptonparkch.vic.edu.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 Wellbeing Assistant 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 Wellbeing Assistant Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Coral Park Primary School are expected to assist with yard supervision as part of their weekly duties, and will receive a timetable in advance of the times and areas that they are rostered on duty.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Coral Park Primary School, school staff will be designated specific yard duty areas to supervise.

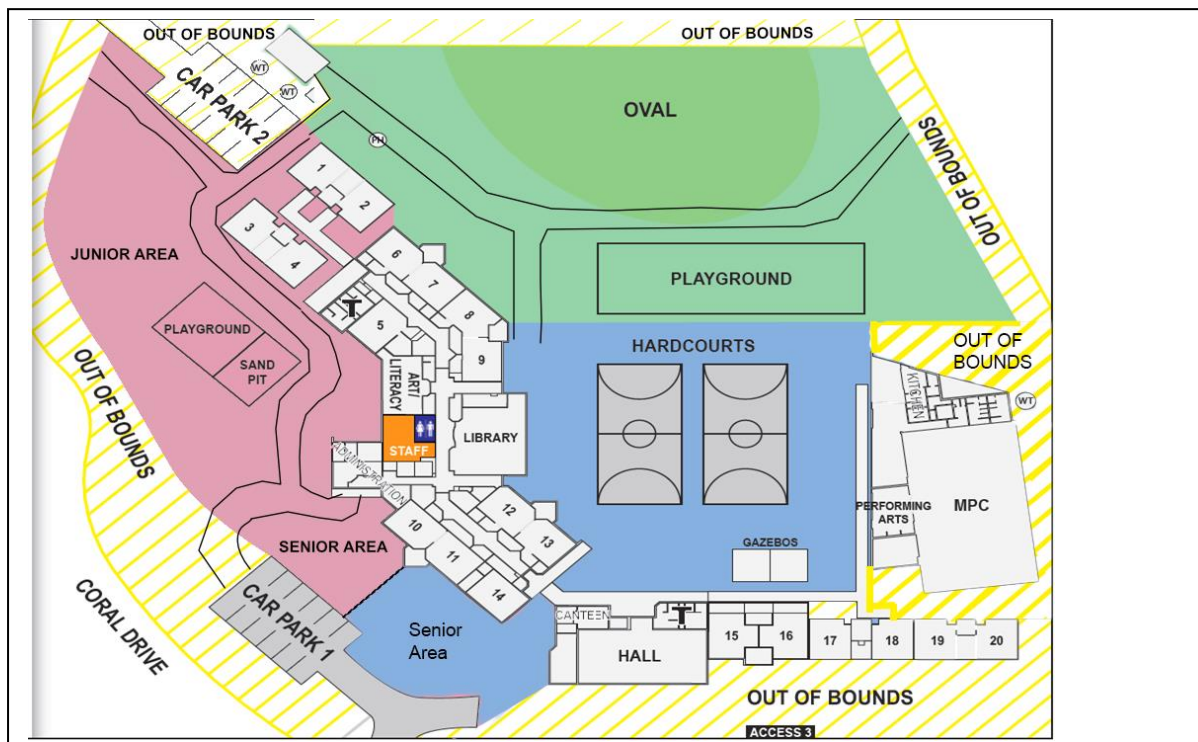
Yard duty zones

The designated yard duty areas for our school as at Term 3, 2022 are (Please see below map for visual representation of areas):

Area	Description
Area 1	Junior playground, including the area between the portables 1-4 and in front of the junior toilets. Senior area in front of office administration door, up until the end of room 10. There are no ball games in the senior area.
Area 2	Basketball courts, in front of the hall area, senior area up until the end of room 11. <i>No kicking of balls on the basketball courts</i> , use the oval for this. There are no ball games in the senior area.
Area 3	Oval up until the water tank/shed and playground between oval and basketball courts. <i>When the oval is closed due to weather:</i> the teacher on oval duty moves onto the basketball courts area as there will be more students to supervise in that area. Actively supervise the playground, and basketball courts area, enabling the Area 2 teacher to spend more time in the senior area.
Other areas	May include Library, first aid and wellbeing (welfare)
Students are regularly advised by their classroom teachers of the following:	<ul style="list-style-type: none"> • that the following areas are out of bounds as vision to those areas is not possible <ul style="list-style-type: none"> - Behind the MPC - Behind the Hall - Behind the water tanks and shed

- that the downhill slope of the far end of the oval is out of bounds as the area cannot be supervised
- that the uphill section of the junior area is out of bounds as this area cannot be seen and is on a dangerous gradient
- that the junior area is only for students in years Prep to 2 inclusive
- that the senior area is for students in years 5 and 6 inclusive

- Between the 'big playground' and the MPC
- Between the MPC and the front of rooms 19 and 20



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in each teacher's classrooms with spares located on the coat hooks in the staffroom
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored with the hi-vis vest in individual classrooms
- be familiar with the yard duty areas as displayed in the CRT folders, together with the Emergency Assistance Cards located inside each duty bag. Yard duty bags also contain pens and 'post-it' notes for communication with staff inside if needed.

Casual Relief teachers are to use the hi-vis vest and yard duty bag from the classroom of the teacher they are replacing.

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
- teachers on duty on the oval are to periodically move towards playground to enable the teacher on the basketball courts to move towards the senior area
- teacher on the basketball court to ensure the oval teacher is in close proximity when moving to the senior area
- ensure that all students are within supervised areas and not going out of bounds
- hover around areas of high-density student movement and check in on areas of less student population regularly
- 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 (excluding drop off and collection periods)
- ensure students remain in their designated year level areas
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural values and expectations and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Wellbeing and Engagement policy
- reward expected behaviours using our SWPBS acknowledgement system
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents as appropriate in Sentral
- If being relieved of their yard duty shift by another staff member (where the shift is 'split' into 2 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 or Daily Organiser (staff member who organises our CRTs) 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 using their mobile phone, 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 Wellbeing using the 'post-it' notes in the yard duty bag or make a phone call to the Wellbeing Assistant Principal 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 Assistant Principal or Daily Organiser for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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 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](#).

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

When students are transitioning to the library, book nook, buddy grade or other areas of the school with their class, classroom teachers are responsible for the supervision of their class. When students are moving to a specialist class or between specialist classes, both classroom teachers and specialist teachers are responsible for establishing who is responsible for transitioning with the students to ensure there is always a teacher supervising the moving class.

Students will not be allowed in the library, music room, hall, MPC, or book nook without direct supervision from a teacher or Education Support Staff member.

If students need to use the bathroom or run errands in the school (eg. Collect resources from the office or another classroom) they must travel in pairs as designated by the classroom teacher.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Available on staff communication Platform Sentral
- Discussed at staff briefings/meetings as required
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is regularly published in our school newsletter.

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	September 2022
Approved by	Principal
Next scheduled review date	September 2024

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