



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Administration.

### Purpose

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

### Scope

This policy applies to all teaching and non-teaching staff at Serpell 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*

Serpell Primary School's grounds are supervised by school staff from 8:40am until 3:50pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be available to supervise the school at the front entrance and through the Burleigh Drive entrance.

Parents and carers should not allow their children to attend Serpell Primary School outside of these hours. Families are encouraged to contact 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 the out of school hours care program.
- 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.

#### *Yard duty*

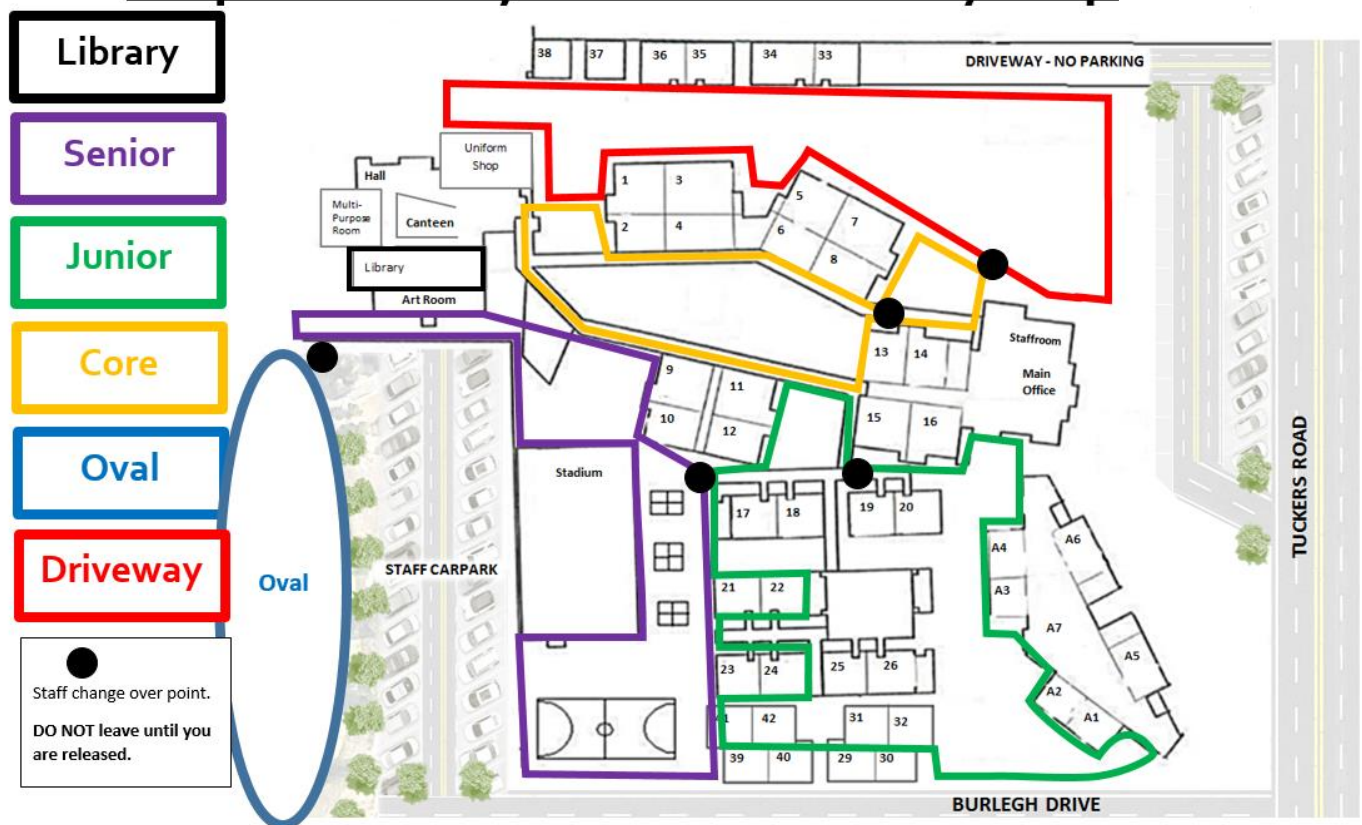
All staff at Serpell Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

### *Yard duty zones*

The designated yard duty areas for our school as at Term 1, 2022 are Junior, Senior, Core, Oval, Driveway, Library, Canteen, Tuckers Rd, and Burleigh Drive as marked below:

## Serpell Primary School Yard Duty Map



### *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 the Health Centre.
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies, a photo album containing individual photos of students who have a life-threatening health condition and an emergency red card. These bum bags will be kept in the Health Centre.
- Staff members are expected to provide their own hat for yard duty and will be provided with sun block for periods of hot weather.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

### *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.



## Serpell Primary School Yard Duty Supervision Policy



During yard duty, supervising staff must:

- Methodically move around the designated zone ensuring active supervision of all students.
- 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)
- Be alert and vigilant.
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- Enforce behavioural standards in accordance with any relevant disciplinary measures set out in the school's Student Engagement and Wellbeing policy.
- Ensure that students who require first aid assistance receive it as soon as practicable.
- Log any incidents with the Nurse on Incident Reporter.

If being relieved of their yard duty shift by another staff member, 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 Administration 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 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.

Any casual changes to the roster will be recorded in the Yard Duty book which is kept in the pigeonhole of the teacher who coordinates the roster.

### *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 Year Level 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. 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 and will follow the supervision requirements in the Department of Education and Training Excursions Policy.

### *Digital devices and virtual classroom*

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

Serpell 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.



## Serpell Primary School Yard Duty Supervision Policy



- While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:
- student attendance will be monitored.
  - 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.

### **Communication**

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

- Available publicly on school website.
- Included in our staff handbook/manual.
- Discussed at Staff Briefings as required.
- Hard copy available from school administration upon request.

Information for parents and students on supervision before and after school is available from the Administration Office.

### **Further Information and Resources:**

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](#)
- [Work Experience](#)

### **Policy Review and Approval**

Policy last reviewed	This policy was last updated on the 20 <sup>th</sup> of May 2022.
Approved by	Principal
Next scheduled review date	This policy is scheduled for review in May 2024.

This policy will also be updated if significant changes are made to school grounds that require a revision of Serpell Primary School’s Yard Duty and Supervision arrangements.