

RAMLEGH PARK PRIMARY SCHOOL

YARD DUTY AND SUPERVISION POLICY PRIMARY SCHOOLS

Help for non-English speakers

If you need help to understand the information in this policy please contact Ramleigh Park Primary School on 03 5991 5900.

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 Ramleigh Park 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.

During a pandemic, such as the 2020 COVID-19 pandemic, government schools are required to comply with the Department's Operations Guides applicable to that specific pandemic.

The Department updates the Operations Guides as required during a pandemic based on advice from the Department of Health and Human Services (DHHS). These Operations Guides cover procedures for supervision students.

The current COVID-19 Operations Guide includes a COVIDSafe Plan for Schools that ensures schools remain safe environments. The current Operations Guide is [available on the Department's intranet](#).

POLICY

Before and after school

Ramleigh Park Primary School's grounds are supervised by school staff from 8.30am until 3.15pm. 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 entrance at Thoroughbred Drive and the east entrance of the school at Blackhazel Crescent.

Parents and carers should not allow their children to attend Ramleigh Park Primary School outside of these hours. Families are encouraged to contact the office on 5991 5900 or refer to the school website 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
- 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.

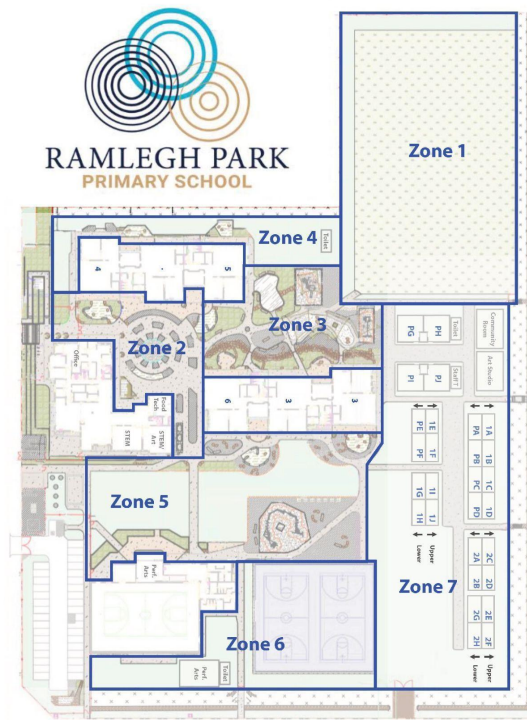
School staff who are rostered on for before or after school supervision must follow the processes outlined below.

YARD DUTY

All staff at Ramleigh Park Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. The principal is responsible for preparing and communicating the yard duty roster on a regular basis.

Ramleigh Park Primary 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:

Supervision Area	School ground Area
Area 1	Soccer oval/Portables
Area 2	Courtyard area/Junior playground
Area 3	Flying Fox/Sandpit playground
Area 4	Behind Learning Community 1
Area 5	Senior playground
Area 6	Basketball courts/behind Gym
Area 7	Portablen village



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 a Yard Duty 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 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.

In the founding years of Ramleigh Park Primary School there will be a higher percentage of students in Foundation, Year 1 and Year 2. We also recognise that some students may require extra support in the playground. Support and assistance for these students will be made by extra staffing, such as Educational support staff attending yard duty, guidance and specific lessons for students on how to ask for help in the playground. There is also playground equipment design for young children.

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 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.

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

Policy and Advisory Library:

- [Supervision](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

COMMUNICATION

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

- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	21 February 2023
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Approved by	Principal
Next scheduled review date	February 2024