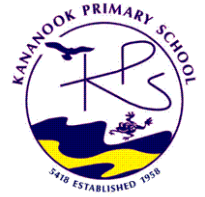


# YARD DUTY AND SUPERVISION POLICY



## PURPOSE

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

## SCOPE

The principal class 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 Kananook 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

Kananook Primary School 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

The Bike Shed will be supervised before and after school according to the above times, along with the bus stop located at the front of the school.

Parents and carers should not allow their children to attend Kananook outside of these hours. Families are encouraged to contact Matt Hine at Elyssium on 0406877787 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 class 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 class 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 Kananook Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

The designated yard duty areas for our school as at the commencement of 2023 are as follows:

Zone	Area
Zone 1	Football Oval
Zone 2	Adventure playgrounds
Zone 3	Sherlock Courtyard
Zone 4	Back of Hall

See Attached appendix for Yard Supervision Plans.

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 classroom, with a spare located in the staffroom. A bum bag containing essential first aid items must also be carried while on duty.

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
- 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 the *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
- 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 principal class 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 principal class 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.

## 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 teacher that is working in close proximity for assistance. The teacher should then wait until a staff member has arrived at the classroom to supervise the class prior to leaving.

## School activities, camps and excursions

The principal class 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.

## Digital devices and virtual classroom

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

Kananook PS 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 in the Cooinda building in the Central location.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored in the am and pm.
- 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.

### Supervising when moving throughout the school

#### Specialist Sessions:

Class teachers will meet their class at the completion of the session. If there is a cross over with another class the teacher taking their class to the session will return the other class back to their home room.

If a specialist session begins directly after a break the Specialist teacher will be responsible for supervising the class in the line up area until they are brought into the classroom.

#### Toileting:

Children working in Djimbana will be required to move in pairs to the toilet during class time.

Children working in Coinda will be permitted to use the toilets without a partner, as they do not have to leave the building.

## COMMUNICATION

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

- Available publicly on school website
- Messaging parents/care givers using the SeeSaw for Schools App
- Included in induction processes for staff
- Discussed at staff meetings and briefings as required
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)
- Student Wellbeing and Engagement Policy
- Visitors Policy
- Volunteers Policy

## EVALUATION

This policy will be reviewed on a DET Recommended review cycle, noting that the mandatory minimum review cycle for this policy is 2 years.

<b>DEVELOPED/REVIEWED</b>	July 2023
<b>CONSULTATION</b>	<ul style="list-style-type: none"> <li>• Staff –</li> <li>• School Council –</li> <li>• Education sub-committee</li> <li>• students</li> </ul>
<b>ENDORSED BY PRINCIPAL</b>	June 2023
<b>EVALUATION</b>	This policy will be reviewed every two years as part of the school's review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration.