

Croydon Community School & OPTIONS

Yard Duty and Supervision Policy



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 Croydon Community School & OPTIONS, 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.

This policy applies to all staff including ES Staff who have been assigned yard duty and supervision responsibilities and to parents/carers for information.

POLICY

The school has developed the prerequisite *Duty of Care Policy*.

School staff are rostered on for yard duty before school, during recess, lunch and after school. School grounds are supervised before school from 8:40 am. After school, staff supervise for 15 minutes after student dismissal. Students on school grounds outside these times will **not** be supervised (unless they attending a supervised extracurricular activity).

The school regularly will inform parents/carers of the precise times during which the school's grounds will be monitored e.g. in the school newsletter each term and on the school website.

Parent/carers should not allow their children to attend the school outside of these hours. If a student arrives at school before supervision commences at the beginning of the day, the Principal /Assistant Principal will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school

If a student is not collected before supervision finishes at the end of the day, the Principal/Assistant Principal will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- 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.

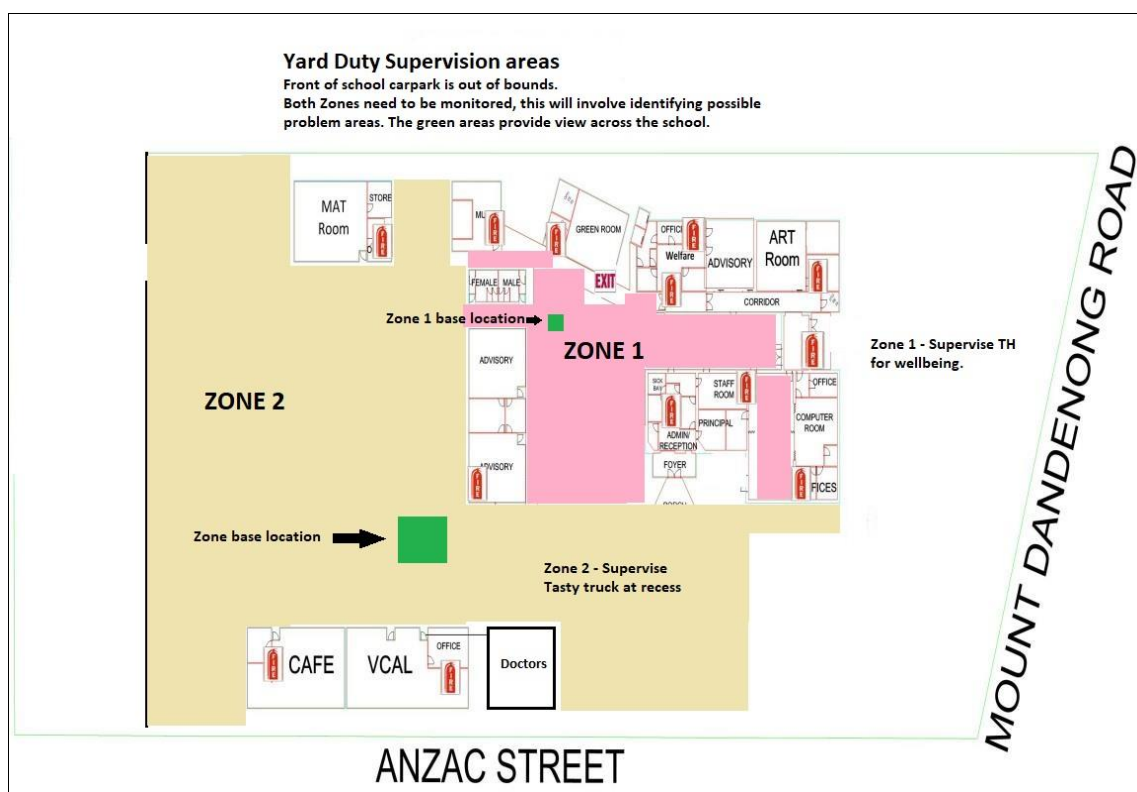
Yard Duty

Teaching and classroom ES staff are expected to assist with yard duty supervision and will be included in the weekly roster. Each rostered time will include a minimum of one teaching class staff member.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. Staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 2, 2019 are:

Zone	Area
Zone 1	Courtyard, toilets and Town Hall
Zone 2	Oval, orange seats and basketball court



Areas coming under supervision will include the school oval, areas between buildings, games areas (e.g. basketball court) and Town Hall.

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

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 the disciplinary measures set out in the school's *Student Engagement & Wellbeing Policy*
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass
- when 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 must contact the Daily Organiser or 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 Daily Organiser or 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 Daily Organiser or 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.

The school will be alert to situations in which immediate and positive supervision may be required. If for example, a live power line came down outside the school, no emergency workers had arrived, and children were about to be dismissed to walk home, the school would not allow the children to walk out to that danger unsupervised.

Students in years 7 to 10 are required to remain on school grounds at recess and lunchtime.

If a student is to leave the school grounds during lunch or recess, the parent/carer must provide a written request.

Year 11 and 12 students can access Main Street Croydon to purchase their lunch with parental permission. Students may leave the school grounds at 12:50pm, purchase their lunch and return immediately. All students must be back at school by 1:20pm. Students must sign out and back in at reception (Ideally, utilising the PassTab Sign In/Out at the Front Office).

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 contact the 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, 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.

Students will be closely supervised during swimming, off-site sporting activities and/or other excursions. Please refer to the school's the *Swimming Instruction & Water Safety Policy*.

If the school conducts a cross-aged tutoring program, the Principal will decide how much supervision is required depending on the age of the students, size of the group, nature of the activities and location within the school.

For supervision during incursions, please refer to the *Incursions (Safety of Children Working with External Providers Policy)*.

Note: Visiting speakers do not have the authority to supervise students in schools.

Teachers must supervise their students during a presentation from a guest speaker. This includes instructors providing religious instruction in schools.

FURTHER INFORMATION AND RESOURCES

School Policy and Advisory Guide:

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

www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx

Please refer also to the school's:

- Camps & Excursions Policy
- Collection of Children Policy
- Communication Procedures & Schedule Policy
- Complaints Policy
- Duty of Care Policy
- Incursions (Safety of Children Working with External Providers) Policy
- Professional Learning Policy
- Running Away from School Policy
- Student Wellbeing and Engagement Policy
- Swimming Instruction/Water Safety Policy
- Visitors Policy
- Child Safe Standards

REVIEW CYCLE

This policy, first developed in this format in May 2019 and will be reviewed annually or if guidelines change (latest DET update late May 2018). The template updated in April 2019.

This policy also will be updated if significant changes are made to the school grounds that require its revision.