



## 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 9874 2511 or email [vermont.ps@education.vic.gov.au](mailto:vermont.ps@education.vic.gov.au)

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Vermont Primary School and Kindergarten, 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 in place during school hours, before and after school, and on school excursions and camps.

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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

### IMPLEMENTATION

#### Before and after school

Vermont Primary School and Kindergarten's 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.

Parents and carers should not allow their children to attend Vermont Primary School and Kindergarten outside of these hours. Families are encouraged to contact the Outside of School Hours Care Program 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
- place the student in an Outside of School Hours Care program (if available)
- 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 (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 Vermont Primary School and Kindergarten are expected to assist with yard duty supervision and will be included in the weekly roster.

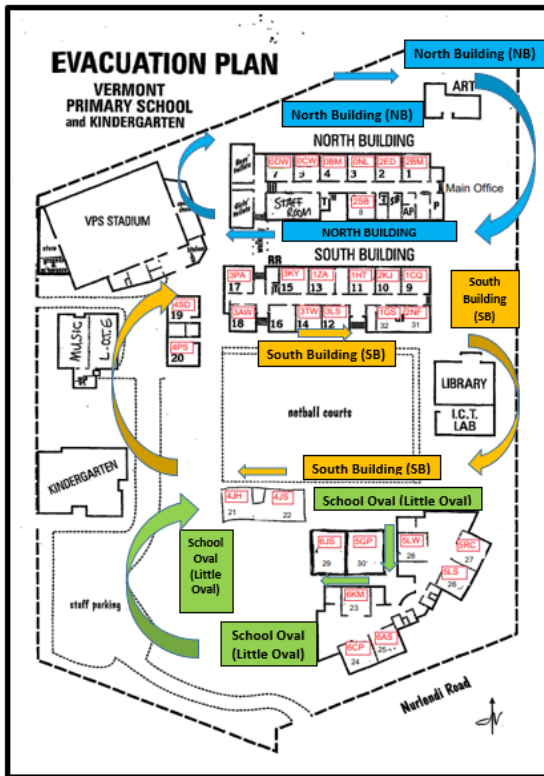
The Principals are responsible for preparing and communicating the yard duty roster on a regular basis. At Vermont Primary School and Kindergarten, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 3, 2022 are:

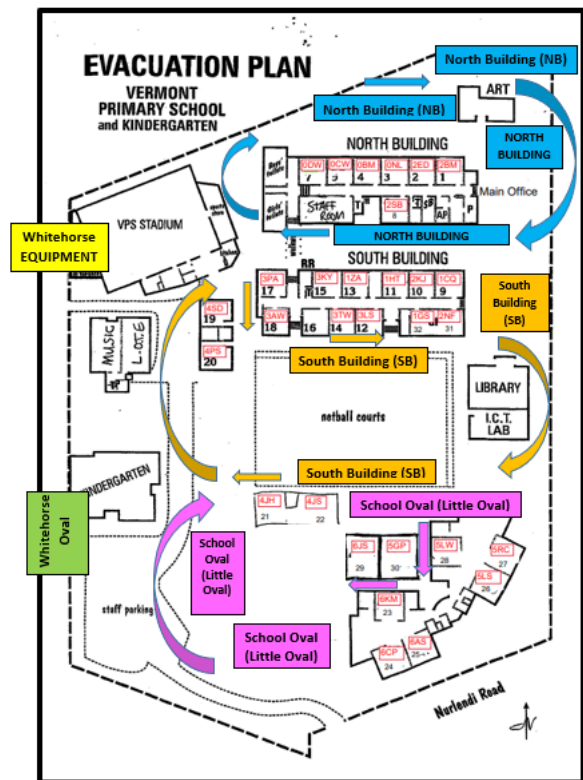
Zone	Area
Zone 1	North – Prep Playground and Eating Area
Zone 2	South – Basketball Court and School Oval
Zone 3	Vermont Council Oval
Zone 4	Vermont Council Equipment



## YARD DUTY LOCATIONS - RECESS



## YARD DUTY LOCATIONS - LUNCH



### Yard duty equipment and responsibilities

School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry a First Aid Yard Duty Bag. A safety/hi-vis vest and First Aid Bag will be supplied to all staff members 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 zone as highlighted in the map
  - Vermont Council Equipment – teacher must check for rubbish and any items that could cause harm and remove them using the tongs in the Yard Duty Bag before allowing students to enter the area
  - Vermont Council Oval – play on the oval must be rotated on a daily basis so that the grass and pitch are able to grow. The Yard Duty Teacher is to place themselves in the middle of the oval and move around carpark side to ensure the students are safe. The teacher is to carry a First Aid Bag (carrying an autoinjector) with them at all times
    - Relieving Teachers are not permitted to perform duty on the Vermont Council Oval or Equipment. Relieving teachers can complete duty in Zone 1 and 2.
- 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 to show that they have signed in to the school at the school office
- 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 Vermont Primary School and Kindergarten [Student Engagement and Wellbeing](#) policy

- ensure that students who require first aid assistance receive it as soon as practicable
- support students to access Peer Mediators, Circle Room staff (if in place) or Principals depending on the support they require to find a friend, solve a problem or address a school rule that was broken
- log any incidents in Sentral as per the Circle Room procedures
- 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 make alternative arrangements and swap with another staff member.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office, 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 contact 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 their Year Level Coordinator for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving. The staff member must be another teacher or a Principal.

### **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 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 [Camps and Excursions Policy](#).

### **Digital devices and virtual classroom**

Vermont Primary School and Kindergarten follows the Department's **Cybersafety and Responsible Use of Technologies Policy** with respect to supervision of students using digital devices. This can be located in the **Digital Learning Policy**. Vermont 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 by a teacher in the area of learning.

### **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.

## Communication

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

- Included in staff induction process
- Discussed at staff briefings or meetings, as required

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent in school newsletters.

## FURTHER INFORMATION AND RESOURCES

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

## POLICY REVIEW AND APPROVAL:

Policy last reviewed	2022
Consultation	VPS Wellbeing PLT School Council
Approved by	Principal School Council      August 2022
Next scheduled review date	2024