FLEETWOOD PRIMARY SCHOOL YARD DUTY AND SUPERVISION POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact the Community Liaison Officer office: 9705-2281

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Fleetwood 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.

Yard Supervision

Before and after school

Fleetwood Primary School's grounds are supervised by school staff from 8.45am until 3.30pm. Breakfast Club operates out of the PAC canteen on Tuesday, Wednesdays and Thursdays from 8.40am. Students arriving before 8.45am will be directed to Breakfast Club on these days. Outside of these hours, school staff will not be available to supervise students. Parents and carers should not allow their children to attend Fleetwood Primary School outside of these hours. If students need to be dropped off at school outside these hours, families are encouraged to contact OSH on 0429 996 381 for more information about the before and after school care facilities available to our school community.

The teacher on duty in **Area 1 before school** will direct students waiting near classrooms at the front of the school to leave their bags near their classroom doors and proceed to the rear of the school to play. The front of the school is not supervised at any time. Parents wishing to wait with their children are asked to wait with them in the supervised area at the rear of the school.

The teacher on duty in **Area 2 and Area 3 before school** will supervise students in the yard prior to entering the classroom for the start of the school day at 9:00am. The yard duty teacher must not leave the area until all students have entered the classroom.

The teacher on duty in **Area 1 after school** will supervise the school crossing area and the 2 minute drop off zone at the front of the school on Fleetwood Drive. Staff on duty in **areas 2 and 3** will supervise the back of the school, including the basketball courts, ovals and playgrounds.

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 outlined

Yard duty

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

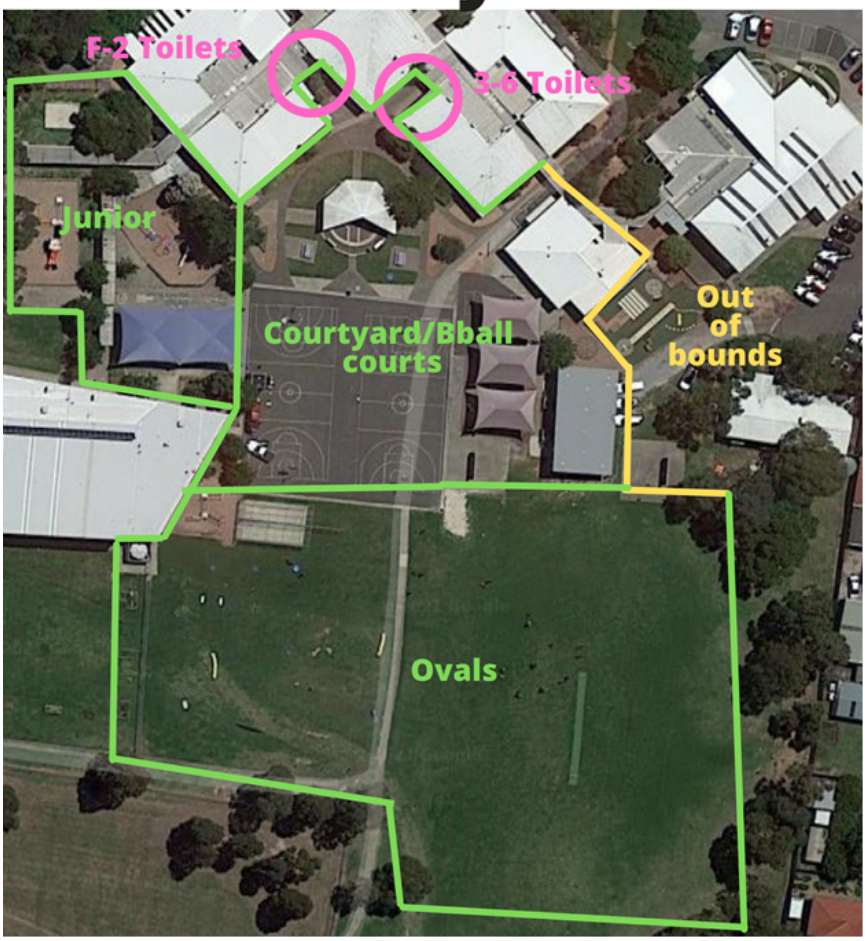
The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. The yard duty timetable is posted on Google Docs, displayed in the staffroom and all staff have their own copies. At Fleetwood Primary School staff are designated a specific yard duty area to supervise.

Yard duty zones

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

Zone	**Area**
Zone 1	Ovals
Zone 2	Courtyard, Basketball courts and 3/4 playground
Zone 3	Junior School Playground
Zone 4	Front of school

Yard Duty Zones



Yard duty equipment

Teaching staff, including CRTs, must wear the provided orange hi-vis vest whilst on yard duty. Yard duty vests are to be stored in the classroom. ES staff must wear the provided hi-vis yellow vest when on duty in the yard and are to be stored in the classroom.

School staff must:

- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in teacher's classrooms
- Be familiar with the yard duty information pack containing student health and safety information on the yard duty lanyard highlighting any information relating to student health and safety such as frequent absconders, parents who pose a serious risk to safety etc

Yard Duty Responsibilities

Staff who are rostered for yard duty must arrive on time and remain in the designated area until they are replaced by the next rostered teacher. Staff supervising during the second half must remain on duty until all students have cleared the playing areas.

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 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 or near misses as appropriate on Compass
- ensure that a brief but adequate verbal 'handover' is given to the staff member replacing you 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 organise a swap, notify admin and record it on the whiteboard in the staffroom.

If the supervising staff member needs to leave yard duty during their allocated time, they should contact the office but should not leave the designated area until a relieving staff member has arrived to replace them.

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 or call 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. Serious infringements should be sent to the Welfare Room for unpacking.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving staff member in relation to any issues which may have arisen during the first shift.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class times.

If a teacher needs to leave the classroom at any time during a lesson, they should first contact the 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 activity. Appropriate supervision will be planned for 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

Fleetwood Primary School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Fleetwood 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 in the library.

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

- student attendance will be monitored by making the class roll on Compass
- 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 disabilities 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 students 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.

Other areas requiring supervision

When moving around the school, for example to use the bathroom or go to the office, students are required to do so in pairs.

Communication

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

- Included in staff induction processes
- 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 at the beginning of each term in our school newsletter. Weekly reminders are included in the newsletter, highlighting student supervision times (8:45am - 3:30pm)

Further information and resources

- the 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

Policy review and approval

Policy last reviewed	July 2022
Approved by	Principal
Next scheduled review date	July 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Fleetwood Primary School's yard duty and supervision arrangements.