

WODONGA SOUTH PRIMARY SCHOOL

YARD 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 Wodonga South 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

Wodonga South Primary School's grounds are supervised by school staff from 8:45 a.m. until 3:45 p.m. week days. Outside of these hours, school staff will not be available to supervise students.

From 8.45.a.m. to 9.00 a.m. a teacher will be supervising in the Outdoor Discovery Playground, bus and bike drop off areas, BBQ area and the Links area of the school.

From 3.30 to 3.45 a teacher will be on supervising at the school exit on Cartwright Street at the oval end and at the Zebra Crossing on Cartwright Street and the BBQ area. An additional staff member will be supervising at the bus and bike collection areas.

Parents and carers should not allow their children to attend Wodonga South Primary School outside of these hours. Families are encouraged to contact Out of Hours School Care on 60563255 or 0402840621 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 determine if a follow up with the parent/carer is required. The follow up will be 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:

Make an announcement at 3:45 for any students still waiting to be collected to wait at the front office.

- 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 Wodonga South Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal will ensure that the yard duty roster is prepared and communicated on a regular basis. At Wodonga South Primary School staff will be designated a specific yard duty area to supervise.

Teachers and ES staff will be allocated duties times that are equitable and reflect their time fraction.

The designated yard duty areas for outdoor supervision at our school at the lunch and fruit snack breaks in are:

Area
Oval
Outdoor Discovery Playground
Links
BBQ Area
Running Track

School staff must wear a provided safety/high-visibility vest, carry a yard duty phone and back pack whilst on yard duty. Safety/high-visibility vests, back packs and phones will be stored in the resource room.

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 including frequently monitoring school boundaries and areas that are out of sight, e.g. the bank on the oval, behind the creativity pod and behind tanks on oval.
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural expectations and implement appropriate consequences for breaches of safety rules, in accordance with any relevant measures set out in your school's *Student Engagement and Wellbeing* policy and behaviour flowcharts.
- ensure that students who require first aid assistance receive it as soon as practicable following first aid policies and guidelines.
- first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times for students who have been sent from the yard with a first aid slip.
- yard duty teachers phone the office in the case of a medical emergency for the first aide staff to assist and contact an ambulance etc as required.
- log any incidents on misconduct database on sharepoint.
- follow up any incidents and make contact with the classroom teacher/leadership if appropriate.
- 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. Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively use the phone or walkie-talkie provided to seek assistance.
- Staff members must be prompt at arriving at their yard duty location on time, and must ensure that all students have left the yard before completing their roster.
- A staff member will be allocated the role of keeping yard bags stocked and cared for.

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 a Principal Class Officer 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 school office and not leave the designated area until a replacement staff member has arrived.

Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or other duties as required to provide adequate supervision.

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 a Principal Class Officer 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. 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. Department requirements will be adhered to when planning these activities.

FURTHER INFORMATION AND RESOURCES

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

Evaluation:

To be reviewed as part of the school's review process.

This policy was last ratified by Wodonga South Primary School Council ...	August 2018
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