

WODONGA SOUTH 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 our office.

PURPOSE

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

SCOPE

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.

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.

Before and after school

Before and after school

Wodonga South Primary School's grounds are supervised by school staff from 8:45 a.m. until 3:30 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 the Links area of the school.

From 3.15p.m. to 3.30p.m. a teacher will be supervising at the school exit on Cartwright Street at the oval end and at the Zebra Crossing on Cartwright Street. An additional staff member will be supervising at the bus and bike collection areas. During COVID restrictions additional teachers are rostered designated to the pick up areas on Cartwright Street and Mactier St from 3.15p.m. to 3.30p.m.

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

- all students arriving before 8.45a.m. must remain at the Links area of the school until 8.45a.m.

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 3:30p.m. 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 the TheirCare 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 processes outlined below.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Wodonga South Primary School outside of these hours. Families will be encouraged to contact Wodonga South Primary School on 0260563255 or refer to TheirCare 0457006024 for more information about the before and after school care facilities available to our school community.

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 Assistant Principal and Learning Specialist is responsible for preparing and communicating the yard duty roster on a regular basis. At Wodonga South Primary School, staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school are:

Area
Oval
Outdoor Discovery Playground
Links
BBQ Area/ Running Track

Yard duty Map

https://drive.google.com/file/d/1h79Rv9o2flUfkcy8d-sRX_Egw4DD8NX/view?usp=sharing

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored on hook outside staffroom in Admin building.
- carry the yard duty bag at all times during supervision. The yard duty first aid bag will be stored on hook outside staffroom in Admin building.
- Be familiar with the yard duty information pack containing student health and safety information stored inside the yard duty bag.
- First Aid passes to give to students needing to attend First Aid and low packs for diabetes students are also contained in the yard duty bag.

Yard duty equipment must be collected at the beginning of the day and returned at the end of the day. The bag and vest should be sent to the next teacher on duty in that area during the day.

Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students 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 the oval.
- 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 and have signed in (excluding drop off and collection periods)
- 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 expectations, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Xuno and Edusafe 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), 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.

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 the Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving 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 relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a member of the Principal class for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Teachers must supervise students at all times in the classroom. If a teacher gives a student/s permission to remain or enter a building at lunch, recess, before or after school the teacher giving permission must supervise students whilst indoors.

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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Wodonga South 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 the teacher in charge at the time.

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

- student attendance will be monitored by marking attendance at daily WebEx on Xuno.
- 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.

Other areas requiring supervision

Our Library area, PALS and CALM Space areas are available for some students to access during recess and lunch times. These areas are supervised by rostered staff members.

COMMUNICATION

- This policy will be communicated to our school community via the school website and our newsletter. <https://www.wodongasps.vic.edu.au/policies/>
- Included in staff induction processes
- Made available in hard copy from school administration upon request

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	June 2022
Approved by	Principal
Next scheduled review date	June 2024

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