



Kialla Central Primary School - 1366

YARD DUTY AND SUPERVISION POLICY

*Presented to staff and approved by Principal Ratified February 2023.
Mandatory review cycle ~ 2 years*

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Kialla Central 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

School grounds are supervised before school at **8.30am to 8.50am**. After school, staff supervise from **3.15pm to 3.30pm** as students leave school. Students on school grounds outside these times will **not** be supervised (unless they are attending our Outside School Hours Care Program or supervised extracurricular activity).

School staff are rostered on for yard duty before school, during recess, lunch and after school.

Parents and carers will be advised through K.C.P.S. yearly Information Book and regular reminders in our newsletter that they should not allow their children to attend Kialla Central Primary School outside of these hours. Families will be encouraged to contact the principal on 5827 1373 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.
- request that the parent/carer make alternate arrangements e.g., access before school care onsite.

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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care, and protection of the student.

YARD DUTY

All staff at Kialla Central Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Kialla Central Primary School, school staff are allocated either a first half or second half of recess and then the opposite half for lunch time, supervising all the school grounds. The first half of recess and lunch the staff member supervises all students eating their morning tea for the first 10 minutes and eating their lunch for the first 15 minutes. Staff have the flexibility to organise a swap of their yard duty, as required and record this on the whiteboard in the staff room.

School staff must:

- Always carry the yard duty first aid bag during supervision. The yard duty first aid bag will be stored on the top shelf at the library end door.
- Be aware and know the students who have severe medical conditions.

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 school grounds ensuring active supervision of all students.
- 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 rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement Policy as well as other related policies and documentation.
- ensure that students who require first aid assistance receive it as soon as practicable.
- Record required incidents or near misses as appropriate following school 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), 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 need to organise a swap with another staff member and record it on the whiteboard in the staff room.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should ask a responsible student to go to the office and ask who is coming out for yard duty. The staff member on yard duty does not leave 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 ask the teacher in the adjoining room or an education support staff member to supervise the students. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

School activities, camps and excursions

The principal and teacher-in-charge 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

Kialla Central Primary School follows its Digital Learning Policy based on the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Kialla Central 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 specialist room or library.

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

- student attendance will be monitored when accessing their virtual classrooms.
- 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, our Digital Learning 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.

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.
- Available publicly on our school's website.
- Staff know where to locate hard copies of our policies in the administration area.
- Referenced in our annual K.C.P.S. Information Book for parents/carers.
- Hard copy available from school administration upon request.

Information for parents and students on supervision before and after school is available on our school website and reminders in our school newsletters, as required.

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 2018 ~ updated February 2023 using April 2022 Template
Approved by	Principal
Next scheduled review date	February 2025 ~ mandated review cycle of 2- years

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