

# Tyers Primary School – Yard Duty and Supervision Policy

## Purpose

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

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 Tyers 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.

## Procedures

### Before School & After School

At Tyers Primary School grounds are supervised by school staff from 8:40 am until 3:30 pm.

This supervision may include some or all of the following:

- Monitoring of entry or exit points and/or designated pick up and drop off areas.
- Yard supervision.
- Classroom supervision.

At Tyers Primary School, supervision at the beginning of the school day will commence at 8:40 am. This supervision will include monitoring the entry of students through the school entry points and as they are dropped off in the school carpark at the front of the school and yard supervision.

Supervision at the end of the school day will be provided until 3:30 pm. This supervision will include monitoring the exit of students through the school exit points and as they are picked up in the school carpark at the front of the school and yard supervision.

Student attending Breakfast Club on Monday and Thursday morning will be supervised from 8:25 am in the Kids Kitchen until normal supervision commences.

Students attending Before or after school will be supervised from 7:00 am in the morning until normal supervision commences and from 3:30 pm until 5:00 pm if prior arrangements have been made with the school prior to attendance at Before or After School Care.

If a parent, guardian and carer (or other authorised person) drops off or otherwise arranges for a student to be on the school premises before supervision commences at the beginning of the day, the principal will, as soon as practicable, follow up with the parent, guardian and carer to:

- advise of the supervision arrangements before school, and
- request that the parent, guardian or carer make alternate arrangements.

If a parent, guardian or carer (or other authorised person) has failed to collect the student after school, the next steps may include some or all of the following:

- Attempting to contact the parents, guardians or carers.
- Attempting to contact the emergency contacts.
- Placing the student in the out of school hours care program.
- Contacting the Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

### Classroom

The classroom teacher has ultimate responsibility for the supervision of all students in their care.

This duty cannot be delegated to external education providers, parents or trainee teachers.

In addition, no student should be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal from the classroom is only to occur in accordance with the school's Student Wellbeing and Engagement Policy.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should contact the teacher in the adjacent room or the school Principal for assistance. The teacher should then wait until alternate supervision is being provided prior to leaving the classroom.

### Recess and lunch times

The Principal is responsible for ensuring that students are adequately supervised during recess and lunch.

At Tyers Primary School the school Principal (or nominee) is responsible for preparing and communicating the yard duty roster each term or more frequently as required. At Tyers Primary School the designated yard duty areas are the school grounds, oval, school playground areas, sand pit, gazebo and toilets.

Teachers who are rostered for duty are responsible for remaining on duty until the end of the break period, or until replaced by a relieving teacher, whichever is applicable. During yard duty, supervising teachers should be guided by the following:

- If the designated area is large in size, teachers are expected to methodically move around the area rather than remain static in the one position.
- Be alert and vigilant.
- Intervene if potentially dangerous behaviour is observed in the yard.
- Enforce behaviour standards and implement logical consequences for breaches of safety rules.
- Ensure that students who require first aid assistance receive it as soon as practicable.
- 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 teacher is unable to conduct yard duty at the designated time, he or she should contact the school Principal to ensure that alternative arrangements are made.

If the supervising teacher needs to leave yard duty during the allocated time, he or she should contact the school Principal but should not leave the designated area until a relieving teacher has arrived in the designated area.

If a relieving teacher does not arrive for yard duty, the teacher currently on duty should send a message to the office, but not leave until a relieving teacher has arrived in to replace the current duty teacher.

### Late arrival or early departure

The Principal will ensure that the school has a procedure in place for the safe collection and drop off of students at school during school hours (eg late arrival or an early departure). This will include a record of the date and time, the reason for the late arrival or early departure, and the person who has authorised the late arrival or early departure.

In relation to early departure from school, the procedure will also include:

- Upon late arrival or early departure at school a parent or authorised person will sign the student(s) in/out through the uEducateUs Student Management System kiosk available at the school office.
- Students will be accompanied to/collected from the school office or their classroom by the parent/authorised person.
- Students will be only permitted to leave the school premises under the supervision of a parent or another person authorised by parents to collect the student.
- If the person collecting the student is unknown to school staff, school staff will request photo identification to verify the person's identity.
- Parents are encouraged to notify the school if prior knowledge is known of a late arrival or early dismissal, e.g. medical/dental appointment.

## Visitors

The Principal will ensure that there is a procedure to monitor all visitors in the school. As a minimum this procedure must require all visitors arriving and departing the school premises during school hours to sign in/out through the uEducateUs Management System kiosk available at the school office

At Tyers Primary School the procedure is as follows:

- All visitors to the school must attend the school Office upon their arrival at the school.
- Upon arrival at Tyers Primary School visitors will attend the school office and sign in/out through the uEducateUs Management System kiosk available at the school office
- Visitors will wait for authorization from the Principal or his/her designated representative or the Business Manager before accessing any areas within the school.
- The Principal (or his/her designated representative) or the Business Manager will accompany the visitor to the area they need to access and will notify relevant staff of the visitors attendance.
- Upon leaving the school the visitor will attend the office and inform the Principal (or his/her designated representative) or the Business Manager they are leaving and will sign out.
- The Principal (or his/her designated representative) or the Business Manager will ensure the visitor has left the school premises.

## 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 activities. 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.

## Procedures for Implementation

The Principal will communicate this policy to all staff using the following mechanisms:

- A copy of this policy will be provided to each member of staff in the Tyers Primary School Policy Folder at the first staff meeting at the commencement of the school year.
- New staff will be informed of this policy as part of the School's Induction Program.
- School staff will be directed to familiarise themselves with all relevant sections of the Departments Schools Policy and Advisory Guide.

This Policy will be included in the Tyers Primary School Policy Folder and online in the Staff folder.

## Related School Policies

This policy should be read and understood (but not limited to) in conjunction with the following school policies:

- Volunteers Check (WWCC) Policy
- Working With Children Check Policy
- Duty of Care Policy
- Camps and Excursion Policy (inc. local excursions)
- Incursion Policy
- Visitors Policy
- Child Safe Policy
- First Aid Policy

## Links

- [Departments School Policy & Advisory Guide](#)
- [Duty of Care](#)
- [Supervision](#)
- [Student Collection](#)

- [Visitors in School](#)
- [Child Safe Standards](#)

## Review

The Tyers Primary School School Council and staff will regularly monitor and review the effectiveness of the Yard Duty and Supervision Policy and revise the policy tri-annually or as required by completing a policy review.

Yard Duty and Supervision Policy updates and requirements will be made available to staff, families and visitors.

This policy was reviewed and updated January 2020