



# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact Monash SDS on 9239 7400

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Monash SDS, 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

Monash SDS's grounds are supervised by school staff from 8.30 am until 3.15pm. Outside of these hours, school staff will not be available to supervise students.

Monash SDS provides supervision for children from 8.30am – 8.45am if needed. This supervision is carried out in the school's multipurpose building (hall/gym) and has to be pre-arranged through the office to allow us to provide adequate supervision.

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 (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

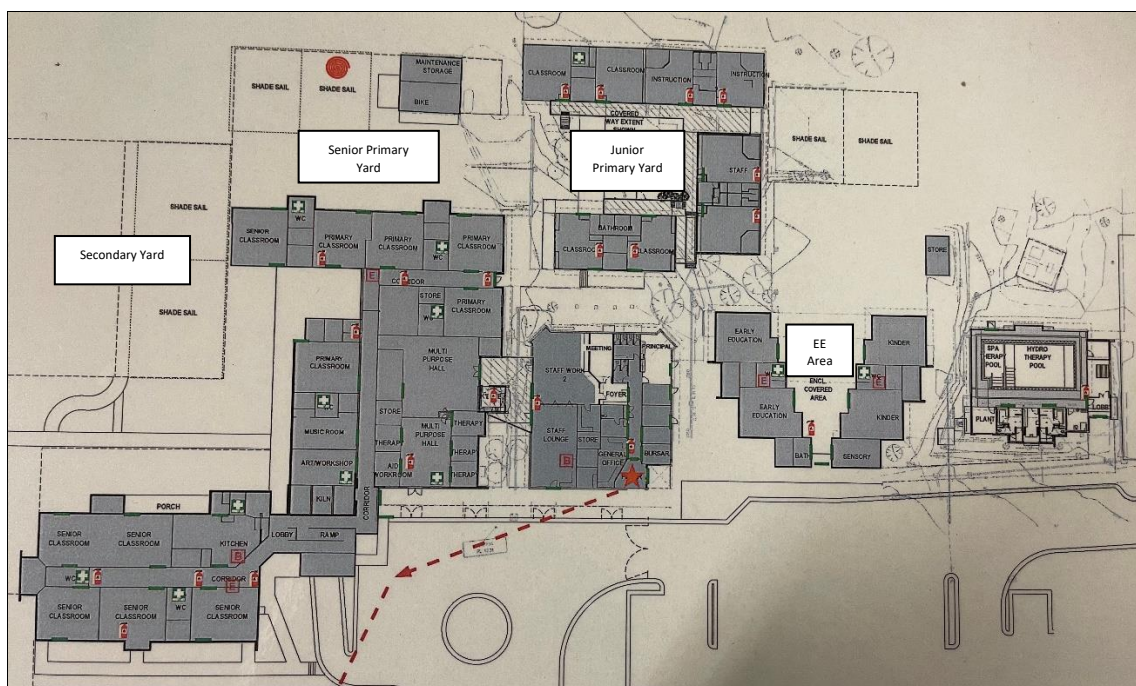
All staff at Monash SDS are expected to assist with yard duty supervision and will be included in the roster.

The Section coordinators are responsible for preparing and communicating the yard duty roster on a regular basis. At Monash SDS, school staff will be designated a specific yard duty area to supervise.

### **Yard duty zones**

The designated yard duty areas for our school as at Term 3, 2022 are

| Zone                | Area                           |
|---------------------|--------------------------------|
| EE undercover area  | EE                             |
| Junior Primary      | Undercover area near portables |
| Senior Primary yard | Primary Playground             |
| Secondary yard      | Secondary Playground           |



## **Yard duty equipment**

School staff must:

- Be familiar with the students in their classroom who have student health and safety plans /information relating to student health and safety such as frequent absconders. Casual staff must read these plan (kept in classrooms) at the beginning of the work 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
- 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
- methodically move around the designated zone ensuring active supervision of all students
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement School Wide Positive Behaviour strategies as appropriate
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate ie: on compass.

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 their section coordinator 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 another staff member on yard duty 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 contact their section coordinator 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.

It is mandatory that there is always one teacher on yard duty at all yard duty times.

### Classroom

The classroom teacher, supported by their ES is responsible for the supervision of all students in their care during class.

### 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

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

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

- student attendance will be monitored daily
- 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.

### Workplace learning programs

When students are participating in workplace learning programs, such as work experience, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Work Experience](#)

### 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
- 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: Lindy Abernethy<br>Date: 20 <sup>th</sup> June 2022 |
| 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 Monash SDS’s yard duty and supervision arrangements.