

# YARD DUTY AND SUPERVISION POLICY

## KALLISTA PRIMARY SCHOOL



### 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 Kallista 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

Kallista Primary School's grounds are supervised by school staff from 8.45 TO 9am, and 3.30pm to 3.45pm. Outside of these hours, school staff will not be available to supervise students.

At 3.45pm, an announcement will be made that children should come in to school if they do not have a parent with them.

Morning – One staff member will monitor lower playground, upper court and oval.

Afternoon – One staff member will monitor lower playground, upper court and oval, and then that staff member will sweep that space up to the rocks to ensure no child is left at 3.45pm. A second staff member will monitor the crossing and rocks and ensure no child is left at 3:45pm. If a child is left they will be brought in and the parents contacted. If parents are not able to pick their child up, the child will go to KPS Out of School Hours Care (OOSHC).

Parents and carers should not allow their children to attend Kallista Primary School outside of these hours. Families are encouraged to contact Liz Nia OOSHC Coordinator (97553740 ) or the school office (97552633) for more information about the before and after school care facilities, which are 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.

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

A staff member is appointed to prepare the yard duty roster and the principal ensures it is communicated on a regular basis.

### **Yard duty zones**

The designated yard duty areas for our school (as at Term 2, 2023) are:

<b>Zone</b>	<b>Area</b>
Zone 1	Lower courts and playground
Zone 2	Upper court and oval

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

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staffroom
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staffroom
- Be familiar with the student health and safety information stored in the staffroom

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

### **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 staff must:

- methodically move around the playground- First person on yard duty time table keeps the upper court/oval and area above the GP room in line of sight / and second person, the lower court and lower playground, around the back of the double portable, and around JLC.
- 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 KPS's school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in the first aid book, and report to teacher and principal where there are aggressive, abusive or dangerous and risky behaviours. Remember to care for vulnerable children and report on children who seem distressed or sad, or have had injuries.

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 staff member is unable to conduct yard duty at the designated time, they should **speak to a colleague to try to swap wherever possible**. If this is not possible, they should contact the Principal or 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 staffroom or office by phone or by using a student as messenger. Wherever possible they 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 send a student to the staffroom for assistance and wherever possible they should not leave the designated area until the relieving staff member has arrived in the designated area.

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 their next door colleague or the office for assistance. The teacher should then, wherever possible, 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, 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.

## Digital devices and virtual classroom

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

## 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.

## FURTHER INFORMATION AND RESOURCES

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

## REVIEW CYCLE

This policy was last updated on 19 June 2023 and is scheduled for review on June 2025. This policy will also be updated if significant changes are made to school grounds that require a revision of Kallista Primary School's Yard Duty and Supervision Policy.