



# LANCEFIELD PRIMARY SCHOOL

## YARD DUTY AND SUPERVISION

### POLICY

#### 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 Lancefield 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

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

Before school (8.45am-9.00am) and after school (3.15pm-3.30pm), school staff will supervise the school grounds.

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

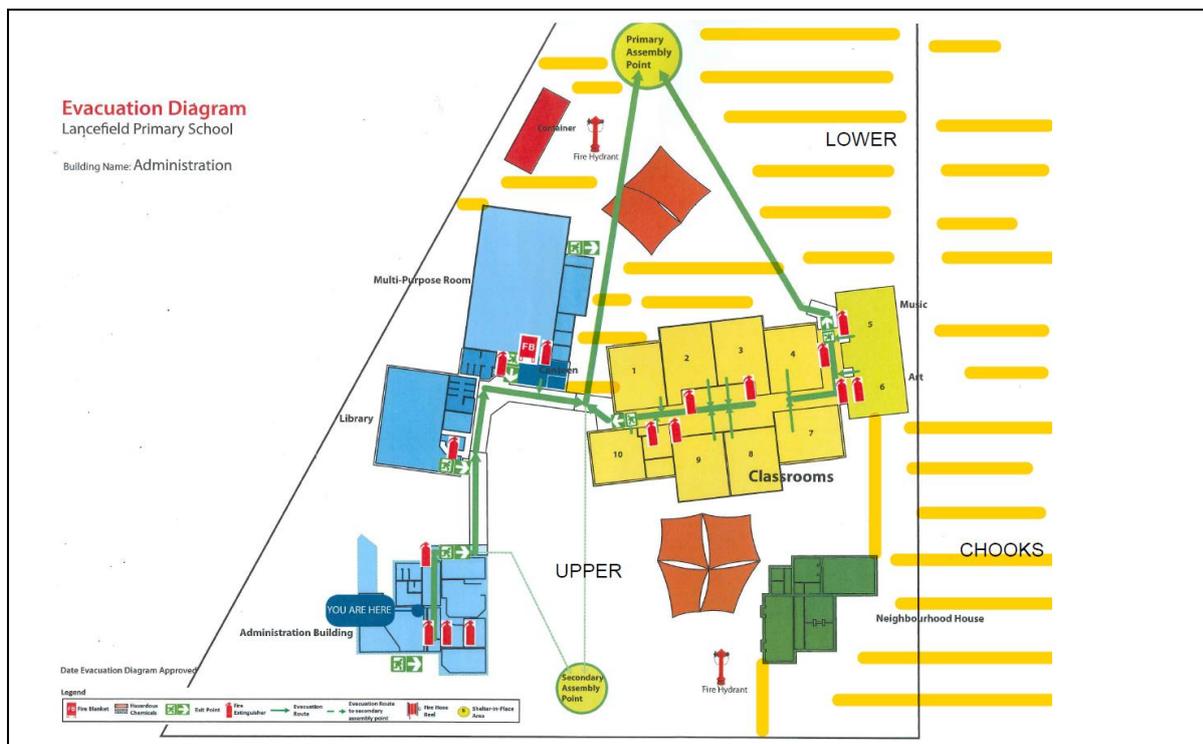
##### Yard duty

All staff at Lancefield 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 Lancefield Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are:

AREA	Area
Upper Area	Around Admin Building and upper playground
Lower Area	Grass area/oval, basketball court and lower playground



School staff must wear a provided safety/hi-vis vest whilst on yard duty. All staff are allocated their own hi-vis vest.

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

During yard duty, supervising staff must:

- methodically move around the designated zone
- be alert and vigilant
- notice and reinforce positive play
- 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 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 Student Illness/Injury notification book and into Cases 21 when required
- 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.

- **In the event of Inclement Weather:** All students will go to their classrooms and are to be supervised by allocated teachers.

Wet day/extreme timetable overrides the usual yard duty timetable. The duty time is to be split between those on duty for an area. There must be four teachers/staff on duty in the class area at any given time during Wet day/extreme weather timetables. Students are to remain in classes. NO COMPUTER use during wet day/extreme weather timetables. Teachers are to make sure quiet suitable activities are available for students. No ball or running games.

**Absences/swaps:** where possible it is the responsibility of the assigned Yard Duty teacher to arrange for other staff to cover their yard duty in their absence. This is to be noted on the whiteboard located in the staffroom. In the event of an absence or the staff member not being able to complete the required yard duty, it is the responsibility of Jo or the designated teacher in charge ( in Jo's absence) to organise a replacement. Any additional changes to Yard Duty must be written on the whiteboard each day and will be recorded in the weekly staff bulletin where possible. In the event of an absence, Jo may assign additional Yard Duty. It is staff responsibility to check the board/bulletin every morning. Changes to Yard Duty as published on the bulletin for the coming week MUST be adhered to.

**Punctuality** – Be prompt for yard duty. It is important that we uphold our duty of care and are present at our assigned yard duty time. Staff are required to wear a fluoro vest so that students can see them in the yard. Hats must be worn in accordance with the SunSmart policy.

**Staff Equipment/Requirement for Yard duty** – When on yard duty staff are required to carry the bum bag for their area (upper yard or lower yard) and folder (please do not have students holding these items).

**Mobile Phones** – Staff are encouraged to carry their mobile phones during Yard Duty so that contact can be made with the office etc if required. Please note that personal calls should not be taken at this time.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the 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 Principal but 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 message to the office and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

## Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. **No student is to be left unsupervised in classrooms** – if students are required to be out of the playground for any reason, it is the responsibility of the classroom teacher to oversee students during this time.

Students running errands or coming to the office for first aid etc. must do so in pairs.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their neighbouring teacher or the Principal for assistance. The teacher should then 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. 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.

## FURTHER INFORMATION AND RESOURCES

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

## REVIEW CYCLE

School Council Approval Not Required

This policy was last updated on June 2020 and is scheduled for review on June 2021. This policy will also be updated if significant changes are made to school grounds that require a revision of Lancefield Primary School's Yard Duty and Supervision Policy.