

# SURFSIDE PRIMARY SCHOOL

## YARD DUTY AND SUPERVISION POLICY



### 1. PURPOSE

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

### 2. SCOPE

This policy applies to all teaching and non-teaching staff at Surfside Primary School, including education support staff, casual relief teachers and visiting teachers.

### 3. 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.

#### **Before and after school**

Surfside Primary School's grounds are supervised by school staff from 8:30 to 8:45 and 3:15 to 3:30 at the rear entrance to the school, the playground and front of school.

Outside of these hours, school staff will not be available to supervise students and students will need to be registered with Camp Australia for before and after school care outside of these hours.

Camp Australia offers all of our students the opportunity to attend before or after school care if needed. The program is located in the SLC Building.

Children who need to be at school before 8:30 am or stay after 3:15pm, are required to be enrolled in the Camp Australia program. Enrolments are taken through the website at [www.campaustralia.com.au](http://www.campaustralia.com.au) and information is included in every publication of the school's newsletter

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.

#### **4. SUPERVISION IN CLASSROOMS**

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 the office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

##### **4.1 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.

##### **4.2 Digital devices and virtual classroom**

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

Surfside 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 Senior Learning Building with staff and relief teachers to ensure adequate supervision.

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 by making referrals to our Leadership team and wellbeing coordinator

##### **4.3 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 member of the leadership team will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

##### **4.4 Wet day/ Extreme weather**

In the event of a wet day or extreme heat or wind, students will remain inside. One teacher from each double room will supervise the students and swap over to ensure staff have an equal break.

##### **4.5 Clubs**

Staff and/or Education Support staff run a number of clubs throughout the week, Numbers of students are monitored to ensure that students are suitably supervised.

4.6 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.

5. ACTIVE YARD SUPERVISION

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

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Surfside Primary School, school staff will be assigned yard duty with a mixture of allocated times and locations and in proportion to the hours worked.

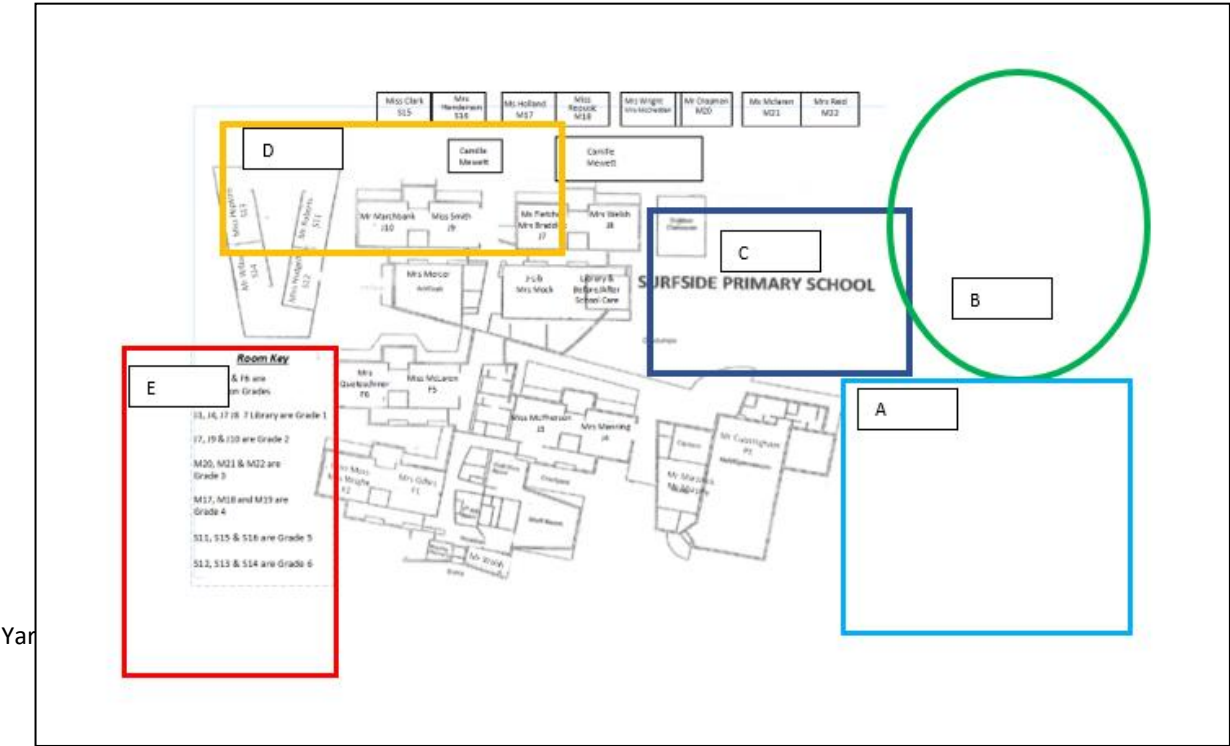
5.1 Zoned areas for Supervision

There are 5 teachers out on yard duty for recess and lunch breaks, a level 2 trained first aid staff member at the office to attend to first aid and a number of activity clubs scheduled through the week.

Areas	Supervision duty area
Area A	Yellow and Blue playgrounds, indigenous garden (swap at boat)
Area B	School Oval (Swap at cricket net near B/ball court)
Area C	Basketball court, courtyard, kitchen garden (swap at b/ball court)
Area D	SLC area, bean bag area, front of portable (swap at SLC area)
Area E	Foundation playground (swap at sandpit)

The front of the school and between and behind the portables at the back of the school are non-play areas.

Zones are shown as below:



## **5.2 Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are provided to each teacher
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be provided to each teacher
- Be familiar with the yard duty information pack containing student health and safety information stored in the first aid bag
- Carry their mobile phone and call the office on 52561411 in the case of emergency

## **5.3 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. Change over locations are listed above.

During yard duty, supervising school staff must:

- methodically move around the designated zone, interact positively with students and provide positive feedback where school values are observed/
- 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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents on Compass according to the tiered system for behaviour management

If being relieved of their yard duty shift by another staff member (for Surfside Primary, where the shift is 'split' into 2 or 3 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 the Assistant 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 a member of the leadership team 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 call the office/call Assistant Principal, etc] 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.

## 6. 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
- Included on our staff google drive
- Made available through our school website and addressed regularly in the school newsletter
- Made available in hard copy on request

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

## 7. 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](#)

## 8. POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2024
Consultation	Recommended to School Council
Requirement	Minimum Standards
Child Safe Standards Requirement	Yes
Approved by	Principal
Next Review date	March 2026

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