



Moe (South Street) Primary School 4662

'Positivity, Accountability, Respect, Teamwork'

Yard Duty Supervision Policy

1. Rationale or Purpose

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

2. Policy Statement

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 Moe South St 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.

3. Implementation

Before and after school

South St grounds are supervised by school staff from 8:30am until 3:30. Outside of these hours, school staff will not be available to supervise students. Parents/Carers will be regularly informed of the precise times during which the school's grounds will be monitored (e.g. in the school newsletter each term).

Before school we have one staff member on duty from 8:30am – 8:45am.

Recess (10:45 am – 11:15am) we have four staff members on duty (Oval, Basketball Court and Top playground/canteen and a floater)

Lunch (1:30pm – 2:15pm) we have six staff members on duty (Oval, Basketball Court and Top playground/canteen, Floater and two in Reflection Room)

Parents and carers should not allow their children to attend South St outside of these hours. Families are encouraged to contact Kerry Henry from Sherpa Kids on 0438366929 or email Gippsland@sherpa-kids.com.au for more information about the before and after school care facilities available to our school community. If children arrive between 8.00-8.30am they must attend breakfast club.

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 South St 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 South St PS, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school e.g. Term 1, 2018 are outlined below

Zone	Area
Zone 1	Oval/Portables
Zone 2	Basketball Court/ Playground/Sandpit/ Play Pit
Zone 3	Top Area/ 3/4 Portables/ Canteen (Loop)
Zone 4	Floater
Zone 5	Reflection (Floater in yard if there are no students in reflection)
After School Duty	
Zone 6	MELC
Zone 7	Bus
Zone 8	Bike Shed
Zone 9	South St/Bealiba Road Corner

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. The yard duty staff member must stay in their area until all students are back in their line.

During yard duty, supervising staff must:

- methodically move around the designated zone
- 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 *Student Engagement and Wellbeing* policy. The behaviour standards and consequences are in the back of the yard duty folder.
- hand out tokens to children who are displaying expected PB4L behaviours (Positive Behaviour for Learning)
- ensure that students who require first aid assistance receive it as soon as practicable. A lanyard is in the bum bags to give to the child if they need to be sent to the sick bay.
- log any incidents or near misses as appropriate in the Yard Duty Book
- 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 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 the Assistant 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 staffroom, 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Assistant Principal/ 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.

4. Evaluation and review

This policy will be reviewed according to the School Council Calendar Policy Review

5. Definitions

Nil

6. References

Further information can be obtained on the following website:

School Policy and Advisory Guide:

- [Supervision](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

7. School Council Ratification

This policy will also be updated if significant changes are made to school grounds that require a revision of South St Yard Duty and Supervision Policy.

This policy was ratified by School Council on 20th November 2018