



YARD DUTY AND SUPERVISION



Help for non-English speakers

If you need help to understand the information in this policy please contact Moonee Ponds Primary School on 9375 2511.

PURPOSE

- To ensure school staff understand their supervision and yard duty responsibilities.
- To ensure all teachers assume responsibility for student care and that they are confident, skilled and proactive in the management of student safety.
- To develop processes and protocols that are clear and well known to ensure the effectiveness of student care arrangements for student safety.

SCOPE

This policy applies to all teaching and non-teaching staff at Moonee Ponds Primary School, 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

Supervision before and after school

The school grounds are supervised by school staff from 8:45am until 3:35pm. Outside of these hours, school staff will not be available to supervise students. Before and after school, school staff will supervise the playground, asphalt area, oval and pick-up/drop-off zone.

Parents and carers will be advised through our Family Handbook and reminders in our newsletter and Compass that they should not allow their children to attend Moonee Ponds Primary School outside of these hours. Families will be encouraged to contact the Team Kids on 0431 888 685 or refer to <http://www.teamkids.com.au/> for more information about the before and after school care facilities 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 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 Moonee Ponds Primary School are expected to assist with yard duty supervision and will be included in a weekly roster.

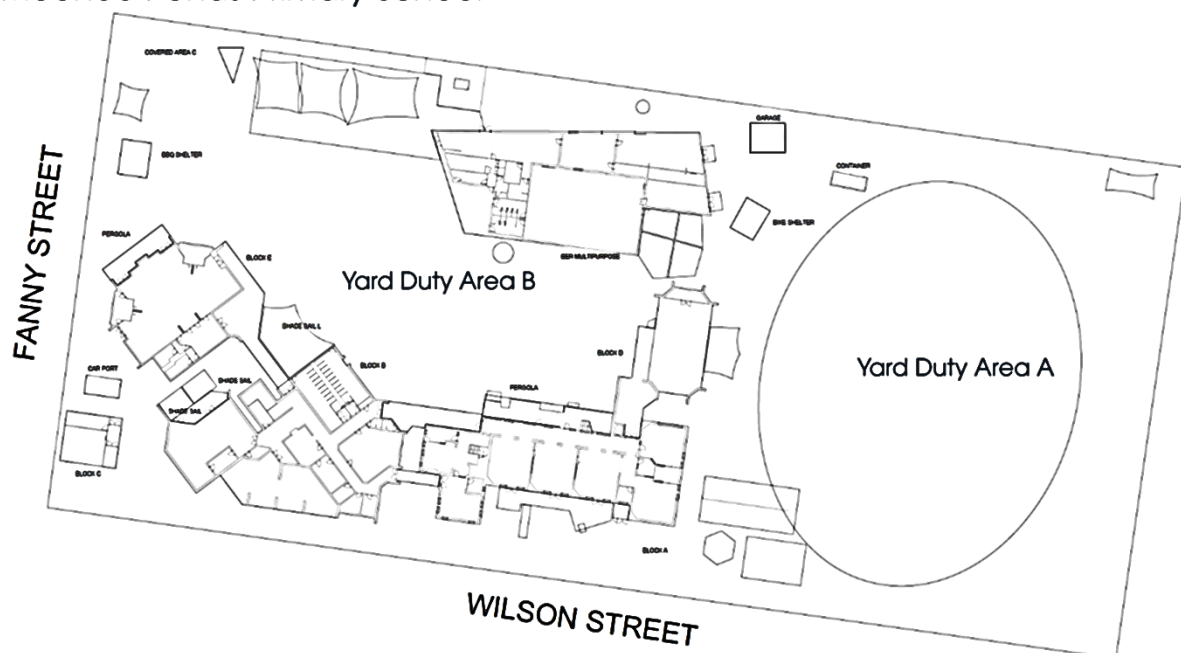
The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Moonee Ponds Primary School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The yard duty areas for our school as of Term 3, 2024 are:

- Area A is all areas East of the basketball court, the breezeway, the oval.
- Area B is all areas West of (and including) the basketball court as well as the play equipment area, the landscaped areas, the BBQ courtyard and around the Junior Building.

Moonee Ponds Primary School



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staff room.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staff room.
- Be familiar with the yard duty information pack containing student health and safety information stored in Compass, published on the OHS notice board in the staff room or students highlighted as "at risk" in staff meetings.

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 teacher.

- methodically move around the designated zone ensuring active supervision of all students, ensuring that all areas are within line of sight to at least one yard duty teacher at a time, particularly the perimeter of the oval (area A) and behind the junior building (area B)
- 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 the school's Student Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate 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 arrange a swap with another staff member and notify the Assistant Principal with as much notice as possible prior to the relevant yard duty shift to support daily organisation requirements.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Assistant Principal or Principal 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 send a message to the staff room or call Assistant Principal and not leave the designated area until a relieving staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member. If first-aid treatment (that requires an ice-pack or to be logged as a first aid chronicle on Compass) is required the student/s will be

directed to the First Aid duty teacher in the staffroom (as per First-Aid policy and procedures).

Unauthorised student departure from school

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately. Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Division Incident Support and Operations Centre, telephone 1800 126 126 (24 hour service).

Early departure of students prior to dismissal time

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is kept in the Administration Office and completed for all students departing the school early. Details will include the student's name, homegroup, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person 16 years and over.
- No students will be sent home on their own outside of normal dismissal time.

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 front office/leadership 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, 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

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

Moonee Ponds Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site (eg Virtual Schools Victoria/DET High Ability Program). In these cases, students will be supervised in the classroom or in common areas.

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.

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.

Information for parents and students on supervision before and after school is available on our school website and parent reminders are included in our school Newsletter each term.

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	
Approved by	Principal School Council
Next scheduled review date (2 years)	

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