



# Porepukah Primary School Yard Duty and Supervision Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Porepukah 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

Porepukah Primary School's grounds are supervised by school staff from 8.45am until 3.40pm. Outside of these hours, school staff will not be available to supervise students.

The exception to this is students who travel by bus, who generally arrive at 8.30am. In this case, these students will bring their bag inside and will either remain inside or wait in designated areas – the deck or the basketball court.

Before school, school staff will supervise the front of the school area and the basketball court. After school a staff member will be allocated to Bus Duty and will remain in the school yard until the final bus departs.

Parents and carers will be advised through a notification on our school website, regular reminders in our newsletter, that they should not allow their children to attend Porepunkah Primary School outside of these hours. Families will be encouraged to contact the school principal on 03 5657 2253 or refer to this [link](#) 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:

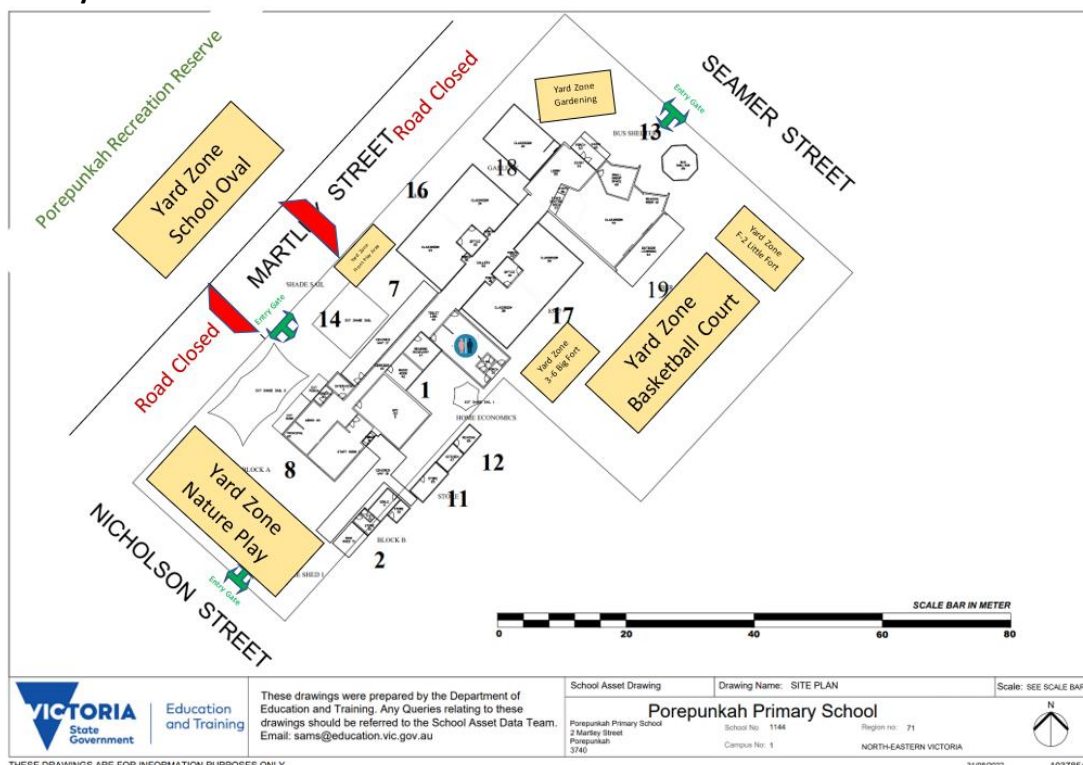
- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

All staff at Porepunkah 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 Porepunkah Primary School, school staff will be designated specific yard duty sessions to supervise students.

### **Yard duty zones**



Education and Training

These drawings were prepared by the Department of Education and Training. Any Queries relating to these drawings should be referred to the School Asset Data Team. Email: sams@education.vic.gov.au

School Asset Drawing	Drawing Name: SITE PLAN	Scale: SEE SCALE BAR
<b>Porepunkah Primary School</b>		
Porepunkah Primary School 2 Marley Street Porepunkah 3746	School No: 1148 Campus No: 1	Region no: 71 NORTH-EASTERN VICTORIA

THESE DRAWINGS ARE FOR INFORMATION PURPOSES ONLY

31/08/2022 10378548

There are no designated yard duty areas for our school, however the yard is generally divided into three areas, the front of the school, the basketball court and the school oval. Students in Foundation are limited to the school site zones only until mid-way through term four or at a time deemed appropriate by the Foundation teacher. Only students in years F-2 are permitted to play on the small fort. Only students in years 3-6 are permitted to play on the big fort.

### **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 staffroom.
- carry an optional yard duty first aid bag containing tissues and Band-Aids. Additional first aid items are located in the staffroom.
- Be familiar with student health and safety information stored in the staffroom.

Yard duty equipment must be handed to the relieving staff member.

### **Yard duty responsibilities**

Staff who are rostered for yard duty must continuously move around the three school zones – front of the school, basketball court and school oval until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zones ensuring active supervision of all students
- 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
- ensure students remain in their designated year level zones - oval, big fort and little fort.
- 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 in the Yard Duty folder AND if requiring follow up, notify the class teacher AND the principal as appropriate.

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 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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a student to the staffroom with a message 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.

### Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a child is asked to leave the classroom, they should be sent to another appropriate space where supervision can be provided. This may be another classroom or the principal's office. Students should never be left unsupervised by school staff.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their neighbouring classroom teacher or send for the principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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

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

Porepunkah Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site such as the Victorian High Ability Program (VHAP). In these cases, students will be supervised by the principal or the classroom teacher.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored each day by the principal or classroom teacher
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

### 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.

### Other areas requiring supervision

Where classes attend specialist classes the following supervision rules apply:

- Specialist teachers will collect students from the line up area at the beginning of each learning session at 8.55am, 11.30am and 2.00pm regardless of location of the class.
- Classroom teachers will either remain in their classroom until specialist teachers arrive mid-way through a learning session at 10.00am, 12.30am and 2.30am or will take their class to the specialist class.
- At the end of a learning session at 11.00am, 1.00pm and 3.25pm, the specialist teacher will dismiss the class
- Classroom teachers should remain with their class during music sessions unless alternative supervision arrangements have been made.

All teachers have been allocated one 30-minute yard duty block to run a lunchtime 'club' for students as part of the school's mental health and wellbeing strategy and Student Wellbeing and Engagement Policy. This time may be used to open the school library during recess and/or lunchtime and provide supervision for this space.

During class times, students will be sent to the bathroom individually to avoid inappropriate behaviour in the toilet areas.

## 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 in our staff handbook
- Included as a reference in our school newsletter each term
- 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 sent at the beginning of each term in our school newsletter.

## 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	11 April 2023
Approved by	Principal
Next scheduled review date	11 April 2025

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