

P-4 YARD DUTY AND SUPERVISION POLICY

PURPOSE

The purpose of this policy is to explain to staff Yarrowonga College P-12's yard duty procedures and expectations for the appropriate supervision of P-4 students. The policy also outlines to parents when students will be supervised by staff.

OBJECTIVE

To ensure that P-4 campus school staff understand their supervision and yard duty responsibilities.

SCOPE

This policy applies to all teaching and non-teaching staff at Yarrowonga College P-12, including education support staff, casual relief teachers and visiting teachers.

POLICY

The purpose of yard duty is to supervise students and for staff to build relationships and make connections with students outside of the classroom. 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 College Principal delegates authority to the Campus Principal 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 Campus 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

Yarrowonga College P-12's P-4 Campus grounds are supervised by school staff from 8.40am until 3.30pm. Outside of these hours, school staff will not be available to supervise students. Two staff members are rostered every morning from 8:40am and will be mainly located between the front entrance of the campus and down along the North side of the P-4 building. After school the Campus Principal or designated teacher will be located outside the Administration office and will supervise bus students. This includes checking off bus travellers, walking them out to the Bus Zone and managing the loading of buses. Additional staff members will be located at the front entrance and the Kiss and Drop zone from 3.15pm to supervise students leaving the school grounds.

Parents and carers will be advised, and reminded, of the supervision arrangements through school newsletters, on the website, and via Compass news feeds and Social Media posts. Families will be encouraged to contact the office on 5744 1751 for more information about the before and after school care facilities available to our school community.

If a student is not collected before supervision finishes at the end of the day, the Campus Principal or nominee staff member will:

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- send the student to the main administration building to wait
- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student (if deemed appropriate)

Yard duty

Teachers at Yarrowonga College P-12 are expected to assist with yard duty supervision and will be included in the weekly roster.

Each teacher is to wear a yellow vest, a hat during the period of September 1st to April 30th, and carry a hip bag. The vests and hip bags will be located in corridor alongside Staff Toilets to the East of the MPR and have whistles, First Aid items, information on students with specific medical/first aid requirements and communication cards. Staff are expected to carry mobile phones for emergency use, and sun protection practices such as hats are encouraged even outside the given period if the UV levels are high.

Yard duty equipment must be handed to the relieving staff member or returned after the period of supervision.

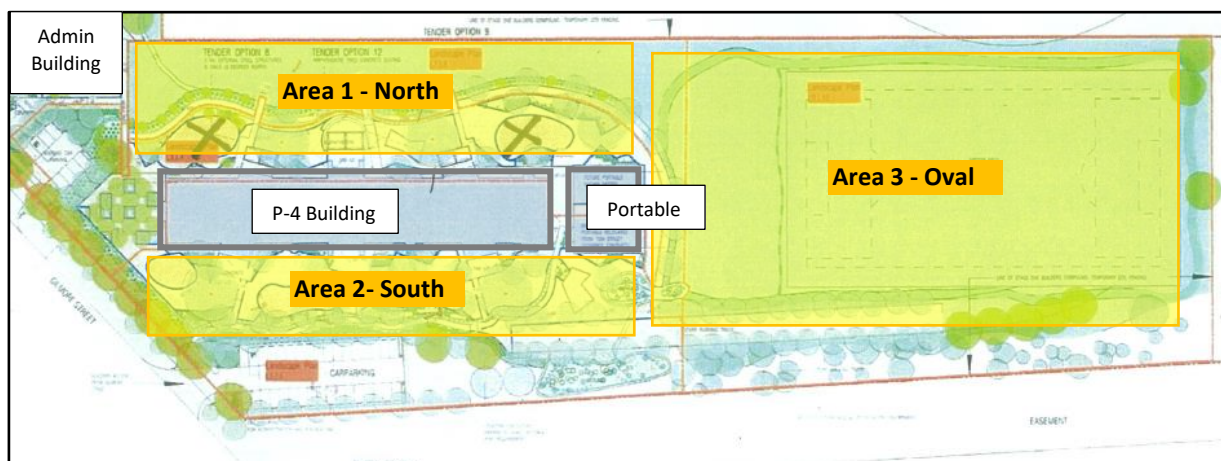
The Campus Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Yarrowonga College P-12, school staff will be designated a specific yard duty area to supervise.

Yard duty at the P-4 Campus is divided into 3 areas: **North, South and Oval.**

North – North side of the P-4 Building, including playgrounds and visual to canteen area

South – Cemetery side of the P-4 Building and alongside Workshop and staff carpark

Oval – Far end of the P-4 campus



During yard duty, supervising school staff must:

- be alert and vigilant
- methodically move around the designated zone and actively supervise the area
- remain in the designated area until they are replaced by a relieving teacher.

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- take opportunities to speak with students and build positive relationships, including telling students they can add a house token to the jar when they return to class (when positive reinforcement is applicable)
- ensure all areas in your duty area are clean from litter by asking students to clean up as you supervise.
- ensure that all students are wearing a hat in Terms 1 & 4. Those students without hats **MUST** be directed to stay under the Big Shed at far end of the P-4 Buildings.
- direct students to the Eating Area outside the Multi-Purpose Room if they are consuming food in the yard
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards, conduct restorative discussions and implement appropriate consequences for breaches of the Student Code of Conduct, in accordance with 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, on Compass and report directly to relieving staff or Leadership as required.
- 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.

Staff may also be required to perform yard duty at the P-8 Canteen, on the northern side of the administration building. When on duty at the canteen, staff must ensure the orderly conduct of students in the canteen line, direct students back to their campus once they have purchased food and manage wait lines (P-4,5/6,7/8) if 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), 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 teacher is unable to conduct yard duty at the designated time, they should coordinate an appropriate swap or contact the Campus Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising teacher needs to leave yard duty during the allocated time, they should contact the Campus Principal but should not leave their designated area until the relieving teacher has arrived in the designated area.

If the next duty teacher does not arrive for yard duty, the teacher currently on duty should send a message to the Campus Principal and/or office asking for assistance and not leave the designated area until a relieving teacher has arrived.

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

Classroom

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

If students need to leave the classroom at any time, a classmate will be asked to accompany them if appropriate.

If a teacher needs to leave the classroom unattended at any time during a lesson and supervision arrangements cannot be coordinated within the teaching team, he or she should contact the Campus

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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 College Principal and Campus Principal 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's [Excursions Policy](#) and the College's Camps and Excursion Policy.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. Younger students and older students (if required) will receive one-one support and supervision from an Education Support Staff Member whilst in the playground or school yard when deemed necessary by the Campus Principal.

Digital devices and virtual classroom

Yarrowong College P-12 follows the Department of Education's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Yarrowong College P-12 will also ensure appropriate supervision of students participating in online learning opportunities while on school site (eg VHAP, Virtual Author programs etc)

Supervision of students 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 of Education.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings or meetings
- Included in our staff handbook
- 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 school newsletter or via Compass new feeds.

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FURTHER INFORMATION AND RESOURCES

- the Department of Education'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	May 2023
Approved by	Principal
Next scheduled review date	May 2025

This policy will also be updated if significant changes are made to school grounds that require a revision of Yarrowonga College P-12's yard duty and supervision arrangements.