

	<p>Carlton Gardens Primary School</p> <p>YARD DUTY & SUPERVISION POLICY</p>	<p>Authorisation</p> <p>2023</p> <p>Review</p> <p>2024</p>
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Purpose:

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

Scope:

This policy applied to all teaching and non teacher staff at Carlton Gardens PS, including educational 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.

Before and after school

Carlton Gardens PS grounds are supervised by school staff from 8:40am until 3:40. Outside of these hours, school staff will not be available to supervise students.

Students will be supervised on arrival and departure of the school on the Basketball court. Staff will ensure that students are collected by their parents or carer.

If parents/carers are unable to make these drop off/pick up times before and after school care arrangements can be made. - [After School Care \(carltongardens.vic.edu.au\)](http://carltongardens.vic.edu.au)

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:

- request that the parent/carer make alternate arrangements. via OSHClub

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/carer
- 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 Carlton Gardens PS are expected to assist with yard duty supervision and will be included in the weekly roster.

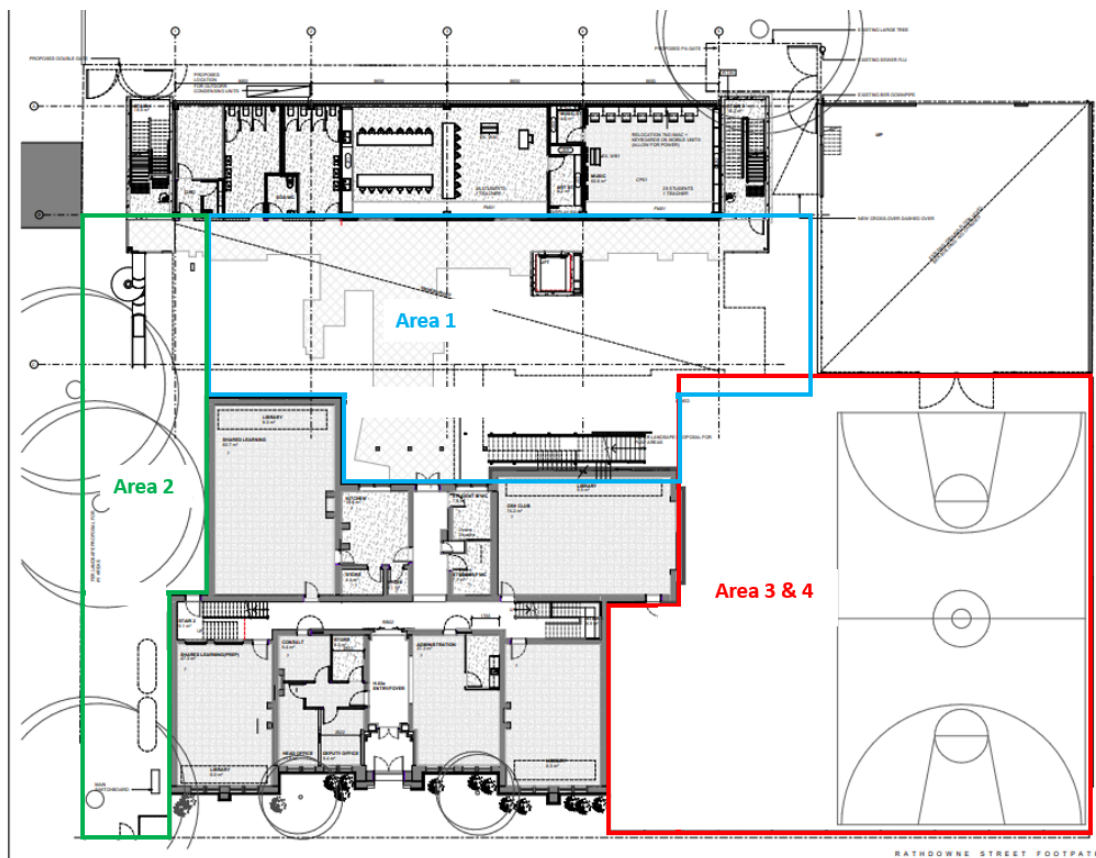
The Principal or Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Carlton Gardens PS, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school as follows.

Area 1	Area 2	Area 3	Area 4
Deck Area	Playground	Basketball Court	Basketball Court

YARD DUTY ZONES



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 office.

- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the office.

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 staff member.

During yard duty, supervising school staff must:

- methodically move around the designated area.
- ensure students who require first aid assistance receive it as soon as practicable
- be alert and vigilant
- 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.
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard.
- log any incidents or near misses on compass or microsoft teams. If no access to these please report to the office.

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 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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should 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 teacher needs to leave the classroom unattended at any time during a lesson, they should first contact Assistant Principal or the office 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.

Digital devices and virtual classroom

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

Carlton Gardens PS 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 classroom by a teacher.

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

- student attendance will be taken twice a day. Once in the morning and again in the afternoon.
- 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 disabilities 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.

Further Information and Resources:

This policy will be communicated to the school communicated in the following ways:

- Included in staff induction.
- Discussed at staff briefings or meetings, as required
- Available publicly on our schools website
- Made available in hard copy from school administration upon request

Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

Review Cycle and Evaluation

This policy will be reviewed as part of the school's one year review cycle.