YARD DUTY AND SUPERVISION POLICY

DON VALLEY PS 2024

Help for non-English speakers

If you need help to understand the information in this policy please Don Valley PS 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 Don Valley PS, 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

Don Valley PS school grounds are supervised by school staff from 8:50am until 3:45pm. Outside of these hours, school staff will not be available to supervise students, unless booked into Before School Care or After School Care.

The parent carpark is the area for student supervision after school and the basketball court play area is the supervised area before school.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Don Valley PS outside of these hours.

If a student regularly 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.

Students who have permission from parents to make their own way home are expected to go straight home at the end of the day so that they are not the responsibility of supervising staff. Students who have returned home or have been collected by parents and left the school grounds are not permitted back on school grounds until 4pm. The principal has the discretion to decide whether any students or visitors are permitted to remain on the school grounds in out of school hours.

At the end of the school day students who are going to be picked up by parents who are not already waiting in the school grounds, need to wait with the yard duty teacher at the shelter beside the parent carpark. Once parents have arrived, if they give permission for their children to play in the playground/on the oval they must be actively supervised by the parent/carer. The supervision of these students are not the responsibility of the yard duty teacher, after school care staff or other school staff.

Yard duty

All teaching staff, classroom support staff and wellbeing staff at Don Valley PS 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.

School staff must:

- Be familiar with any information relating to student health and safety such as frequent absconders, parents who pose a serious risk to safety, medical issues, student safety plans.

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 zone 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 signed in (excluding drop off and collection periods)
- be alert and vigilant, including any additional supervision or vigilance around students identified by the school at any given time
- 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 Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- report any incidents or near misses as appropriate to the principal
- 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 organise a yard duty swap if possible. If a staff member is on leave the principal or her nominee will organise alternative supervision among staff.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the principal or her nominee but should not leave the designated area until the relieving staff member has arrived in the designated area.

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. Designated classroom teachers are also responsible for the supervision of students in the classroom while eating their morning recess snack and lunch.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact another staff member 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

Don Valley PS follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Student attendance will be monitored daily.

- 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.

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.

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	August 20 2024
Approved by	Principal
Next scheduled review date	August 2026

This policy will also be updated if significant changes are made to school grounds that require a revision of Don Valley PS yard duty and supervision arrangements.