



Yard Duty and Supervision Policy -2022

PURPOSE

To ensure Watsonia Heights Primary School staff understand their supervision and yard duty responsibilities.

SCOPE

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Watsonia Heights Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

POLICY

Before and after school

Watsonia Heights Primary School's grounds are supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be available to supervise the upper school oval, courts and play ground area and the lower school oval and playground areas.

Parents and carers should monitor their children at school outside of the hours before 8.45am and after 3.45pm. Families are encouraged to contact Their Care on 1300 072 410 or refer to <https://theircare.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)
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

All staff at Watsonia Heights Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

Emma MacDonald is responsible for preparing and communicating the yard duty roster on a regular basis. At Watsonia Heights Primary School, school staff will be designated a specific yard duty area to supervise. Any swaps, permanent or temporary must be communicated via email to Tony Ryan and Emma MacDonald.

The designated yard duty areas for our school are outlined in the table and map below.

Zone	Area
Zone 1	Upper school oval and playground areas.
Zone 2	Areas around main building - asphalt areas.
Zone 3	Lower school oval, playground and asphalt areas.



School staff must wear the provided High-vis vest whilst on yard duty and carry a first aid kit that includes an epi-pen. High-vis vests, first aid kits and epi-pens will be stored in the staff room.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. The swap over areas for each zone include:

- Zone 1 – Gaga Pit on the main oval
- Zone 2 – The Chess Board
- Zone 3 – Stairs leading to upper school

During yard duty, supervising staff must:

- methodically move around the designated zone to ensure that all areas are within line of sight.
- 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 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/Cases
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next 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 Assistance Principal (Tony Ryan) 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 (Tony Ryan) but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the staff room and not leave the designated area until a replacement staff member has arrived.

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

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 the front office 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. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

This policy will be communicated to our staff on a termly basis and reiterated when there are events/activities that affects yard duty timetable, areas and/or timings.

- Included in staff handbook/manual
- Made available in hard copy from school administration
- displayed timetable in the office and staffroom
- emailed plans, timetable and changes via email and compass as required

This policy will be communicated to our community via our school's website and a hard copy available at the office.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE AND EVALUATION

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	August 2023 – [noting 2-year review cycle]

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