



HARSTON 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 Harston Primary School on (03) 5834 8317 or harston.ps@education.vic.gov.au

PURPOSE

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

SCOPE

This policy applies to all teaching and non–teaching staff at Harston 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

Harston Primary School's grounds are supervised by school staff from 8:40 to 3: 15. Outside of these hours, school staff will not be available to supervise students.

Supervision before school: staff will supervise in the morning running the brekky program and in the afternoon in the classroom. Parents and carers will be advised through the enrolment package, school newsletter & website. Parents should not allow their children to attend Harston Primary School outside of these hours. Families will be encouraged to contact the office on (03) 5834 8317.

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:

- have a conversation with the parent / carer if no reason is given.
- If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will attempt to contact the parents/carers.

Then if no contact or reasonable amount of time has passed

- 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 teaching staff at Harston 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 Harston Primary School, staff will be supervising yard duty in all the outside areas of the school.

Yard duty zones

The designated yard duty areas for our school as at Term 3 2023 are: All outside areas.

Zone	Area
Zone 1	Oval
Zone 2	undercover area
Zone 3	basketball court
Zone 4	mud kitchen garden & sandpit
Zone 5	Front of school, carpark and front verandah are out of bounds areas but still need to be monitored on duty.

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored on hook at the back ramp door.
- The yard duty first aid bag will be stored in the First Aid section of the kitchen..
- Be familiar with the yard duty information about student health and safety information in staff briefings and Principal notification to CRT 's.

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:

- move around the designated zone ensuring active supervision of all students as well as sitting at chairs and tables with 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)
- ensure students remain in their designated year level zones
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard using relevant disciplinary measures as required.
- ensure that students who require first aid assistance receive it as soon as practicable.
- log any incidents or near misses as appropriate in edusafe/first aid treatment sheet.

- 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 or needs to leave they should contact the Principal and make a swap with another staff member.

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 another staff member 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

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

In the event – Harston Primary School will ensure appropriate supervision of students participating in remote and flexible learning environments while on school site.

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

- student attendance will be monitored, determined at the time needs and impact of the event. 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

- Discussed at staff briefings or meetings, as required
- Included in staff induction processes
- Included in our staff handbook

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	22 nd September 2023
Approved by	Principal
Next scheduled review date	2025

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