

WILLMOTT PARK PRIMARY SCHOOL

YARD DUTY SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 9305 6639.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Willmott Park 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

Willmott Park Primary School's grounds are supervised by school staff from 8.40am until 3.45pm. Outside of these hours, school staff will not be available to supervise students.

<u>BEFORE SCHOOL SUPERVISION</u>	<u>AFTER SCHOOL SUPERVISION</u>
Willmott Park Primary School's grounds are supervised by school staff before school from <u>8.47am-9.00am each day.</u>	Willmott Park Primary School's grounds are supervised by school staff after school from <u>3.30pm-3.45pm each day.</u>
<p>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:</p> <ul style="list-style-type: none"> advise of the supervision arrangements before school request that the parent/carer make alternate arrangements. 	<p>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:</p> <ul style="list-style-type: none"> 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.
<p><u>Before and after school</u> there will be supervising staff in the following areas:</p> <ul style="list-style-type: none"> School crossing gate at main entry (Dorchester Street) School crossing gate at side entry (Cowes Street) Basketball Court and Soccer Pitch (AM only) 1/2 Playground Stage and Rotunda Area 	

Parents and carers will be advised through a notification on our school website or regular reminders in our newsletter that they should not allow their children to attend Willmott Park Primary School outside of these hours. Families will be encouraged to contact Out of School Hours Care on 9305 6051 or refer to the school website for more information about the before and after school care facilities available to our school community.

Yard duty

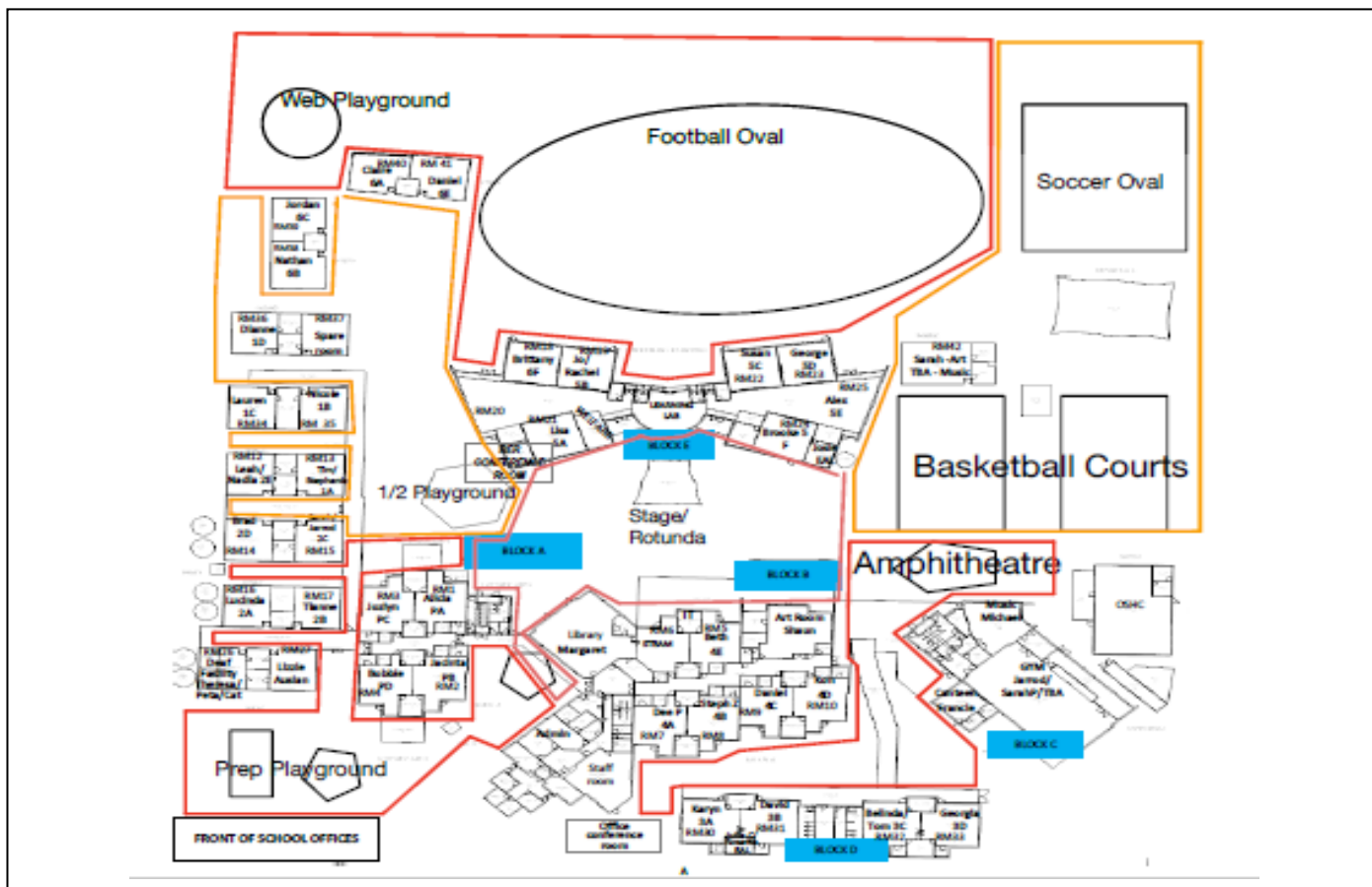
All staff at Willmott Park Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal, or alternative nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Willmott Park Primary School, school staff will be designated a specific playground supervision area to supervise. The supervision could be scheduled for before or after school or during the school day.

PLAYGROUND SUPERVISION ZONES

The designated playground supervision areas for our school **during the day** as at Term 1, 2024 are:

5/6 Courtyard and Amphitheatre	Basketball Courts and Soccer Pitch
Stage/Pavilion Area	Oval and Web Playground
1/2 Playground and Rotunda	Prep Playground and Rotunda
These areas are supervised from 11.40am-12.20pm and 2.00pm-2.40pm	



YARD DUTY EQUIPMENT

School staff must wear a provided safety/hi-vis vest whilst on yard duty. School staff must carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in each member's classroom or office area.

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 at all times. Staff need to ensure that all students are within line of sight.
- 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 (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
- reinforce behavioural standards and expectations, implementing appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures relating to minor and major behaviours as per the school's 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, as use medical slips as needed.
- use the teacher emergency slips as needed to call for assistance or call the school's emergency phone line
- log any incidents or near misses as appropriate in a timely manner on Sentral
- if being relieved of their playground supervision shift by another staff member, 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 playground supervision at the designated time, they should contact the Daily Organiser 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 office 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 playground supervision, the staff member currently on duty should send students to the office with the relevant alert slip and not leave the designated area until a relieving staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising playground supervision 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 neighbouring teacher, front office or team leader for assistance. The teacher should then wait until a replacement 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 such as clubs (lunch & recess), 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

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

Willmott Park Primary School 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 designated classroom areas.

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

- student attendance will be monitored daily
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – please 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:

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included as annual reference in school newsletter
- Discussed at student forums/ through communication tools
- 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 sent at the beginning of each term in our school newsletter.

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	July 2024
Approved by	Principal
Next scheduled review date	July 2026

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