



PINEWOOD PRIMARY SCHOOL

YARD DUTY AND SUPERVISION POLICY

1 PURPOSE:

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

2 SCOPE:

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

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.](#)

3 BEFORE AND AFTER SCHOOL

Pinewood 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 the Supervision Roster is split into 2 areas according to the Junior Map:

1. Front – which incorporates Zone 1, 2 and 3
2. Back – which incorporates Zone 3, 4 and 5

Entry and Exit points of the school are closely monitored during these times by the rostered staff member

Parents and carers will be advised through a notification on our school website, regular reminders in our newsletter and via Compass that they should not allow their children to attend Pinewood Primary School outside of these hours. Families are encouraged to contact OSHClub on 0409 906 462 or refer to www.oshclub.com.au for more information about the before and after school care facilities available to our school community.

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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.

4 YARD DUTY

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

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Pinewood Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at 18th July 2022 are:

	Junior YD	Senior YD
ZONE ONE	FRONT	FRONT
ZONE TWO	B'BALL/ROPES	MIDDLE
ZONE THREE	MIDDLE	BACK WEST
ZONE FOUR	BACK	BACK EAST

Note – These Zones are based on school population use during these times.

YARD DUTY - Junior



YARD DUTY - Senior



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be distributed to each staff member and are stored in an easily accessible area of the classroom. Casual Relief Staff will be issued with a vest upon arrival at the school.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- Methodically move around the designated zone be alert and vigilant
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard

- [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
- Enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures as set out in the Code of Conduct – Student Behaviour document
- Ensure that students who require first aid assistance receive it as soon as practicable
- Log any incidents or near misses as appropriate [i.e. in a Yard Duty Book, and/or on Compass Chronicle
- 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 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 school office via the Walkie Talkie 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 contact the school office via the Walkie Talkie 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.

5 CLASSROOM

The classroom teacher is responsible for the supervision of all students in their care during class, and must ensure that they are in the necessary areas as identified on the School timetable, or where there are variations to this timetable, as recorded on the Daily Organisation.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Assistant Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

6 WEATHER BASED ALTERNATIVE SUPERVISION

In the event of inclement weather conditions that result in safety concerns for students in the external school environment during recess and lunchtime an alternative timetable will be adopted.

When this is necessary the school principal or staff member nominated by the principal will communicate this to all staff and students and the WHWW Timetable will be adopted, ensuring that students are supervised in classroom areas during recess and lunchtime.

7 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

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

Pinewood 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 spaces and common areas, with teachers, education support staff and leadership representatives in attendance each day.

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

- student attendance will be monitored every day via a morning greeting and attendance roll
- 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
- Included in our staff handbook
- Included as a reference in our school newsletter
- 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 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](#)

8 EVALUATION:

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

- This policy was last reviewed on

4th September 2023