



MONMIA PRIMARY SCHOOL  
- Learn and Achieve -

# Yard Duty and Supervision Policy

Monmia Primary School

This policy was last ratified by School Council in: June 2022  
School Council President: Amanda Deakin

## Rationale

At Monmia Primary School we are committed to school staff understanding their supervision and yard duty responsibilities. This policy applies to all teaching and non-teaching staff at Monmia Primary School, including education support staff, casual relief teachers and visiting teachers.

## Aim

The aim of this policy is to:

- Provide appropriate supervision as an important strategy to monitor student behaviour
- Enable staff to identify and respond to possible risks at school as they arise
- Help our school community to discharge our duty of care to students

## Implementation

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 on specific dates, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

### **Before and After School**

Monmia Primary School's grounds are supervised by school staff from 8.45am until 3.40 pm. Outside of these hours, students should not be on school grounds and school staff will not be available to supervise students. Staff are positioned at gates 1, 3 and 5 before school and after school. Gates are locked at 9.00am each morning and reopened at 3.15pm each day. Before school care staff will supervise students from when they enter their care in the morning until 8.45am. They will supervise students from 3.30pm until they are collected by their parent or guardian at the end of day.

Parents and guardians will be advised of the arrangements for supervision of students attending before school and after school care through regular announcements in the school newsletter and through the school website. Parents and guardians should not allow their children to attend Monmia Primary School outside of these hours. Families will be encouraged to contact the student administrator on 9364 1007 or refer to link [here](#) 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, Principal Class Officers will, as soon as practicable, follow up with the parent/guardian to:

- Advise of the supervision arrangements before school
- Request that the parent/guardian make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, Principal Class officers will consider whether it is appropriate to:

- Attempt to contact the parents/guardians
- 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 staff at Monmia Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

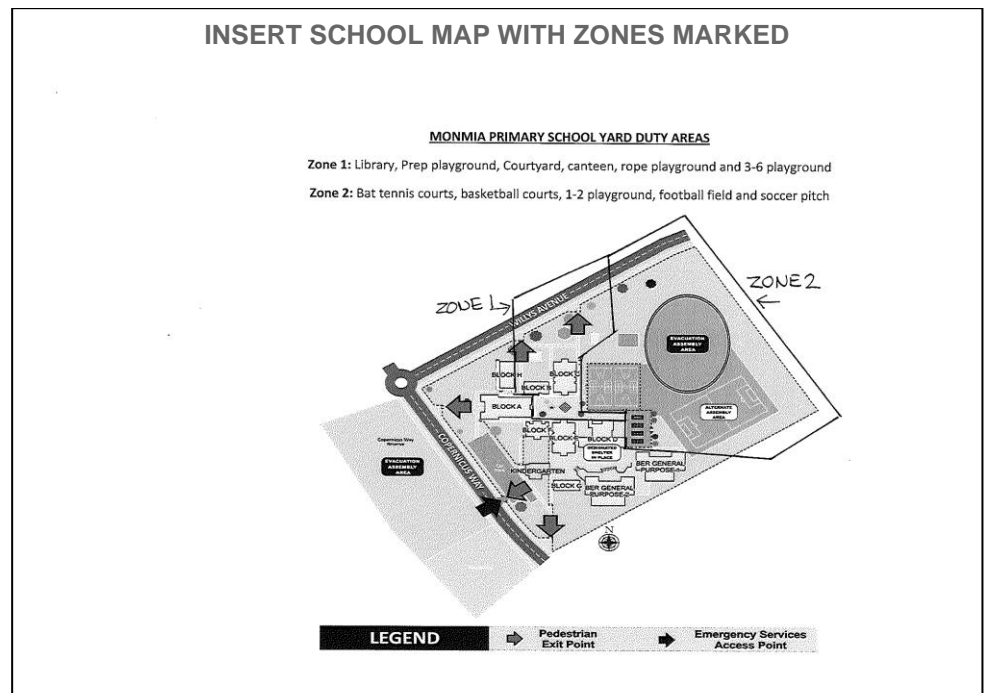
The Principal or staff is responsible for preparing and communicating the yard duty roster on a regular basis. At Monmia Primary School, staff will be designated a specific yard duty area to supervise.

### **Yard Duty Zones**

The designated yard duty zones for recess (11.00am -11.30am) and lunch time (1.45pm - 2.30pm) for our school are:

<b>Zones</b>	<b>Area</b>
Area 1	Library Prep playground Courtyard Canteen Rope playground 3-6 playground
Area 2	Bat tennis courts Basketball courts 1-2 playground Football ground Soccer pitch

## INSERT SCHOOL MAP WITH ZONES MARKED



### Yard Duty Equipment

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Each staff member will be provided a vest to wear.
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the administration office. It will be collected by the teacher on yard duty for the first half of recess and first part of lunchtime. This bag will be handed over to the next teacher on yard duty. It will be returned to the administration office by the teacher on the last part of yard duty at recess and lunchtime.
- Be familiar with the yard duty information pack containing student health and safety information recorded on cards which have students with serious medical conditions, first aid cards, an iPad used to record incidents, essential first aid supplies to treat minor incidents out in the yard and bucket fillers to praise students following the school's code of conduct.
- Use a school walkie talkie that will be kept in the bag during an emergency. The walkie talkie will be charged by the administration staff regularly.

### Yard Duty Responsibilities

Staff who are rostered on yard duty must remain in the designated area until they are replaced by the next staff member.

During yard duty, supervising school staff must:

- Move methodically around the designated zone ensuring active supervision of all students.
- Follow the Monmia Primary Yard Duty Principles to provide a consistent yard duty practice designed to build student relationships and provide positive supervision:
- Approach any unknown visitor, where safe to do so, who is observed on school grounds without a clear, legitimate purpose and ensure they have signed in and wear a visitor lanyard
- Ensure students remain in designated play areas and not in 'Out of Bounds' areas
- 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 policy
- Facilitate restorative practices for students to reflect and repair their relationships
- Ensure that students who require first aid assistance receive it as soon as practicable

- Log any incidents or near misses as appropriate on the Sentral Learning System using the iPad in the folder.
- Award bucket filling certificates to students demonstrating the school values.

If being relieved of their yard duty shift by another staff member, 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 contact the yard duty coordinator 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 yard duty coordinator 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 yard duty, the staff member currently on duty should send a message to the office and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

### **Classroom**

The teacher is responsible for the supervision of all students in their care during learning time. Teachers cannot relinquish their supervisory responsibilities to education support staff, trainee teachers or visitors at any time. Students must be in the teacher's line of sight at all times.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a Principal Class 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 Class Officers 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**

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

Monmia 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 by a teacher at all times whilst onsite in a designated classroom and in the yard when appropriate.

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

- Student attendance will be monitored each school day
- Any wellbeing or safety concerns for the student will be managed in accordance with our usual processes and 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 a 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.

## Students Leaving the Learning Space during Learning Time

Students must ask the teacher for permission to leave the learning space if they need to go to the toilet. When exiting the learning space, students must exit and return with a partner. Staff will monitor who exits the space and the time spent out of the learning space. The teacher will notify the administration office if the students have not returned at a reasonable time.

## 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
- Communicated in the newsletter regularly
- Made available in hard copy from school administration upon request

Information for parents, guardians 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](#)

### Evaluation

The program leaders will review this policy as part of the school review cycle.

### Policy Last Reviewed

June 2022

### Approved By

Principal

### Consultation

June 2022

### Next Scheduled Review Date

June 2024. Every 2 years