



YARD DUTY AND SUPERVISION POLICY

PURPOSE

To ensure 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 Kingsbury 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

Kingsbury Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. A staff member will be on duty in the school grounds in the morning and after school, they will supervise student exits from the front gate. Outside of these hours, school staff will not be available to supervise students. Should your child need supervision in an emergency (such as delayed arrival to school for the afternoon pick-up, please contact the school office and inform the office staff).

Parents and carers should not allow their children to attend Kingsbury Primary School outside of these hours. Families are encouraged to contact the school Administration Office on 9462 2711 or refer to our school website www.kingsburyps.vic.edu.au to inquire about the Out of School Hours Care facility available to our school community.

Families of students who arrive at school before supervision commences at the beginning of the day will be contacted by office staff or the Principal as soon as possible 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 the Out of School Hours Care program (at the expense of the parent)
- 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 Kingsbury Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal and/or the Leading Teacher is responsible for preparing and communicating the yard duty roster on a regular basis. At Kingsbury Primary School, school staff will cover the entire school, ensuring they remain in motion and circulate amongst all areas where students are playing. This includes monitoring any games that students are playing and overseeing the playground equipment.

One staff member (Area A) will be allocated to the buildings area and will move on a circular path between Block A and Block B through the Sensory Space and between Block A and Isurava through the Kitchen Garden Space.

The second staff member (Area B) will move between the playground equipment -the outside learning space on the north side of Isurava and the sand pit. This staff member will also have visual contact with activities on the oval.

Areas to the south of Block B and behind the shelter shed and canteen area are out of bounds. These areas are marked with a white line on the ground.

Maps are displayed in the office area for reference.

School staff must wear a provided a hi-vis vest whilst on yard duty. They will carry the Yard duty folder with forms and student details. The bag with first aid equipment should also be carried. All Yard Duty supplies should be collected and returned from the sickbay.

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:

- 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 Kingsbury Primary 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- via the note system contained in the Yard duty folder or by contacting the office.
- 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 Leading Teacher 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 and ask for a replacement 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 office 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 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, including when external providers are engaged to conduct part or all of the activities. 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.

FURTHER INFORMATION AND RESOURCES

School Policy and Advisory Guide:

- [Supervision](#)
- [Duty of Care](#)
- [Child Safe Standards](#)

- [Visitors in Schools](#)

REVIEW CYCLE

Policy last reviewed	July 2023
Consultation	Principal
Next scheduled review date	July 2025

This policy will also be updated if significant changes are made to school grounds that require a revision of Kingsbury Primary School's Yard Duty and Supervision Policy.

Version Updated November 2023