



Whorouly Primary School

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 Whorouly 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

Whorouly 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.

Special arrangements: Whorouly Primary School will provide a before school early drop off opportunity from 8:00am, only for parents with work commitments on the day. Parents must contact the Principal, in writing, to request their child/children be included. These students will need to be signed in to the school at drop off and will be supervised by a teacher in the Multi-Purpose classroom until 8:45am when other students arrive at school.

Our After School Program is provided on Mondays and Tuesdays from 3:30pm-5:00pm with priority given to students whose parents are at work during this time. A maximum of eight places can be allocated on each day. A written request for students to be included in this program must be lodged with the Principal. Parents must also complete the permission form to be part of the Chaplaincy Program. For occasional use, non-work related, parents must request a place with the Principal by ringing the school. Students must be signed out by a parent/carer when picked up. Parents are required to be punctual for pick up and a \$2.00 donation is required to help supply after school snacks. This program is available on the condition that the chaplaincy funding continues and additional funding is obtained by the service provider.

Acceptance into the extended before and after school program is at the Principal's discretion.

Parents and carers should not allow their children to attend Whorouly Primary School outside of these hours. Families are encouraged to contact the Principal, Pauline McPherson on 57271363 or 0467 793 905 for more information about the before school care and after school program available to our school community.



Whorouly Primary School

If a student arrives at school before supervision commences at the beginning of the day (8:45am), 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 (3:45pm), the Principal or nominee staff member will consider whether it is appropriate to:

- take the student/students to the office
- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- 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 Whorouly 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 Whorouly Primary School, school staff are required to continually monitor all areas of the school ground.

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

During yard duty, supervising staff must:

- methodically move around the school ground
- 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 your 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 in the First Aid/Incidents Record Book in the First Aid room/ Sickbay
- 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 Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.



Whorouly Primary School

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Principal 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 not leave the 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 ensure the Principal or Education Support staff are available. 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

This policy was last updated on Tuesday 17th November 2020 and is scheduled for review in November 2021. This policy will also be updated if significant changes are made to school grounds that require a revision of Whorouly Primary School's Yard Duty and Supervision Policy.