



YARD DUTY AND SUPERVISION

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 Geelong East 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

Geelong East Primary School's grounds are supervised by school staff from 8:35am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Before and after School the area at the front of the school down to the canteen will be supervised until the bell rings at 8:40 for students to enter the school.

Parents and carers should not allow their children to attend Geelong East Primary School outside of these hours. Families are encouraged to contact Camp Australia on 1300 105 343 or email to oshc@campaustralia.com.au 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, 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 the Out of School Hours Care program
- 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.

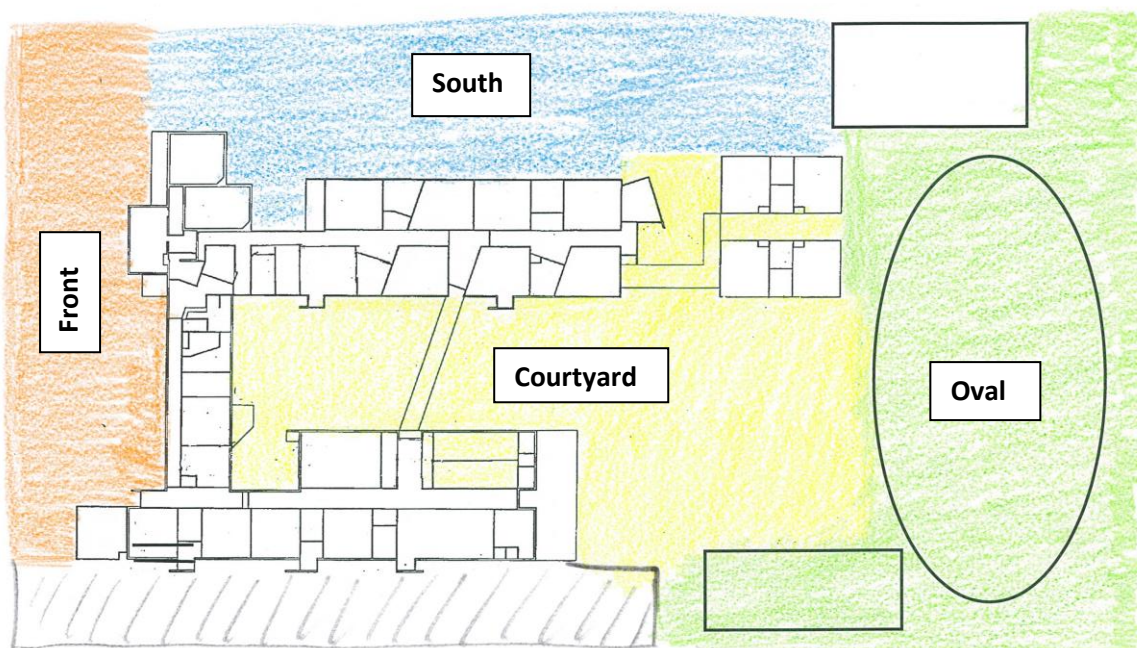
Yard duty

All staff at Geelong East 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 Geelong East Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as of February 2019 are :-

Zone	Area
Front of School	The area in front of the school down to the Dome
South	Area from Dome to the Canteen area
Courtyard	Eating Area and Asphalt area up to the fence for the oval
Oval	Oval area and the 5/6 play equipment



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the 5/6 Open Learning Centre and will be delivered to teachers before the beginning of recess and lunch duty.

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 in a clockwise direction, to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- ensure behavioural standards and implement appropriate consequences for Unkind Words or Unkind Actions (breaches of safety rules), in accordance with our Positive School Wide Behaviour agreements
- ensure that students who require first aid assistance receive it as soon as practicable. There are small bags attached to the Yard duty folders with requirements for minor scrapes. There are Red cards available to send to the office for major incidents requiring assistance
- log any incidents in the yard duty book or major incidents on Chronicle
- when being relieved of yard duty by another staff member, 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 period.

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 Assistant 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 use the cards in the yard duty book to alert the Assistant Principal 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 Assistant Principal 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.

REVIEW CYCLE

This policy will be reviewed as part of the schools cyclic review process.

Ratified May 2019

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