



# POMONAL

## 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 Pomonal 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

Pomonal Primary School's grounds are supervised by school staff from 8.45am -3.30pm (Monday to Friday –excluding Public Holidays). Outside of these hours, school staff will not be available to supervise students.

Before school, school staff will be available to supervise the locker area and under the dome. After school, school staff will be available to supervise the main gate at the front entrance of the school.

Parents and carers should not allow their children to attend Pomonal Primary School outside of these hours.

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

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

### Yard duty

All teaching staff and teaching aides are expected to assist with yard duty supervision and will be included in the weekly roster.

Depending on staff availability, certain areas may be out of bounds from time to time and communicated clearly to students.

The principal is responsible for preparing and communicating the yard duty roster on a regular basis.

The designated yard duty areas for our school (as at November 2019) are:

- 8.45 -9.00 Locker Area and under the dome
- 11.00 -11.30 School playground and oval area
- 1.15-1.30 Eating area
- 1.30-2.00 School playground and oval area



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 to ensure that all areas are within line of sight to at least one yard duty teacher at a time. Staff will need to consider the specific needs of the student population, and size and terrain of your school grounds when considering the best area to position self for yard duty.
- follow individual students/ specific groups around the playground if deemed necessary by the principal.
- 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 *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- report any incidents or near misses as appropriate to the principal who will log on cases 21.
- 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.

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 send a message to the teacher 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.

## 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 **March 2021** and is scheduled for yearly review on **November 2021**. This policy will also be updated if significant changes are made to school grounds that require a revision of Pomonal Primary Schools Yard Duty and Supervision Policy.