



# Lindenow Primary School & Woodglen Campus

## YARD DUTY & SUPERVISION POLICY

### PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities.

### SCOPE

This policy applies to all teaching and non-teaching staff at Lindenow Primary School including education support staff, casual relief teachers and visiting teachers.

### POLICY

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

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 at specific dates, times and places.

#### Before and After School

Lindenow Primary School & Woodglen Campus grounds are supervised by school staff from 8.30am until 3.45pm. Outside of these hours, school staff will not be available to supervise students.

Students arriving to school by bus, have the opportunity to participate in the supervised Breakfast Program run at school from 8.15am-8.45am each day.

Parents and carers will be advised through the school newsletter that they should not allow their children to attend Lindenow Primary School & Woodglen Campus outside of these hours. Families will be encouraged to contact Kilmany Uniting Care on 51529600 or East Gippsland Shire BARC on 51525710 for more information about 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

#### **Lindenow Yard Duty Areas/Details 2021:**

8.30 – 9.00 Morning whole yard supervision

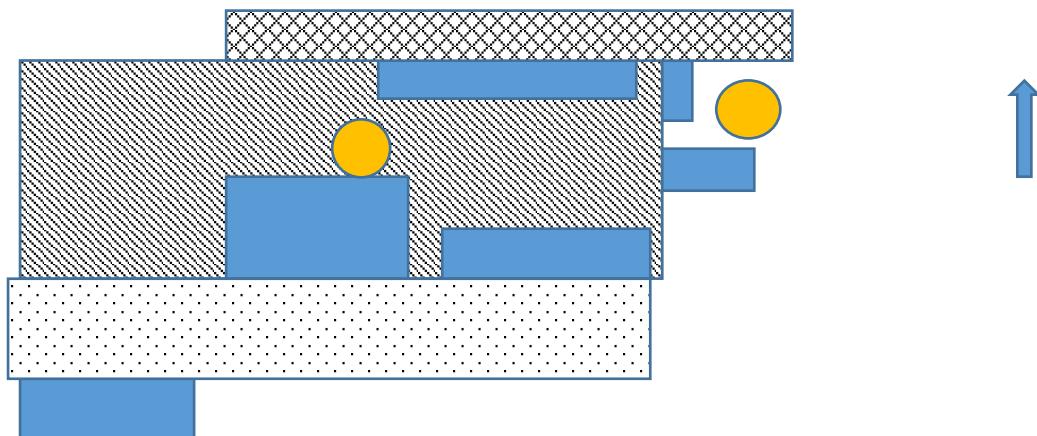
11.00 – 11.15 Recess 1 – duty teacher to supervise students in the eating area then move onto yard

11.15 – 11.30 Recess 2 – supervise **Front of school** (Admin, BER and Art building), **Middle of school** (red court to senior playground), **Back of school** (junior playground to Mt Ward).

1.00 – 1.23 Lunch 1 – supervise students in the eating area for first 10 minutes, then **F, M, B area** supervision

1.23 – 1.45 Lunch 2 – supervise **yard areas F, M and B**. Please remind and supervise students to put sports equipment away just before the music starts.

#### *Bairnsdale Dargo Road*



#### *Henry Street*



#### **Woodglen Yard Duty Areas/Details 2021:**

8.30 – 9.00 Morning whole yard supervision

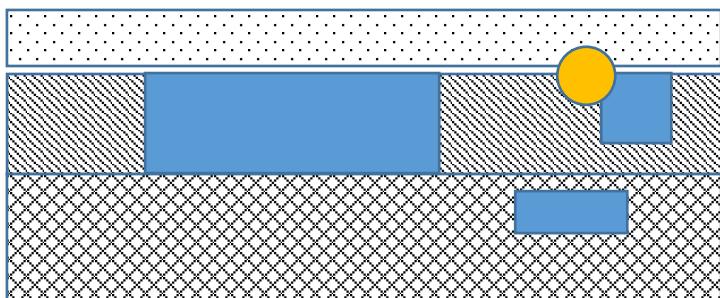
11.00 – 11.15 Recess 1 – duty teacher to supervise students in the eating area then move onto yard

11.15 – 11.30 Recess 2 – supervise **Front of school, Middle of school, Back of school**

1.00 – 1.23 Lunch 1 – supervise students in the eating area for first 10 minutes, then **F, M, B area** supervision

1.23 – 1.45 Lunch 2 – supervise **yard areas F, M and B**. Please remind and supervise students to put sports equipment before bell.

## Woodglen Road



Front



Middle



Back



Eating area

### ***Yard Duty Equipment***

School staff must be easily recognised by students and carry yard duty bag.

The yard duty bag will contain: Incident register, hi vis vest, copy of this policy & emergency card.

Staff must:

- Wear a provided hi vis vest whilst on yard duty.
- Carry the yard duty bag
- Be familiar with the first aid procedures for any injuries/accidents occurring whilst on yard duty. This information can be found in their Staff Handbook.

Yard duty equipment/bag must be returned to the staff room after the period of supervision.

### ***Yard Duty Responsibility***

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zone, east to west.
- 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 our *Student Wellbeing & Engagement* policy
- ensure that students who require first aid assistance receive it as soon as practicable (staff member on duty to follow up with paperwork as required)
- log any incidents or near misses as appropriate with the Principal

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 or arrange a swap with another staff member 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 another staff member on duty or 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 staff room or 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 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.

### **Digital devices and virtual classroom**

Lindenow PS follows Department's Cybersafety & Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

### **Students requiring additional supervision support**

Sometimes students will require additional supervision, such as students with 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 students 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.

### **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
- Reference made in the staff handbook
- Made available in hard copy from the school office upon request

Information for parents and students on supervision before and after school is available on our school website and reminders printed in our school newsletter.

## FURTHER INFORMATION AND RESOURCES

Information can be found on 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](#)
- [Work Experience](#)

## POLICY REVIEW & APPROVAL

Policy last reviewed	September 2021
Approved by	Principal
Next scheduled review date	September 2022

This policy will also be updated if significant changes are made to school grounds that require a revision of Lindenow Primary School's yard duty and supervision arrangements.