



**HARVEST HOME**  
PRIMARY SCHOOL

# **Yard Duty and Supervision**

## **Policy**

# Yard Duty and Supervision Policy



## Help for Non-English speakers

If you need help to understand the information in this policy please contact Harvest Home Primary School on 8468 9000 or email: [harvest.home@education.vic.gov.au](mailto:harvest.home@education.vic.gov.au)

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Harvest Home 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

### Before and after school

Harvest Home Primary School's grounds are supervised by school staff from 8:35am until 3:25pm. Outside of these hours, school staff will not be available to supervise students.

Entry gates are supervised by staff at the front of the school, back gate near the Hard Courts, as well as supervision near the playgrounds and oval. Classroom doors are opened daily at 8:50am.

Parents and carers will be advised through Compass that they should not allow their children to attend Harvest Home Primary School outside of these hours. Families will be encouraged to contact Out of School Hours Care Manager on (03) 8371 0584 or 0417 661 126 or 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 an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

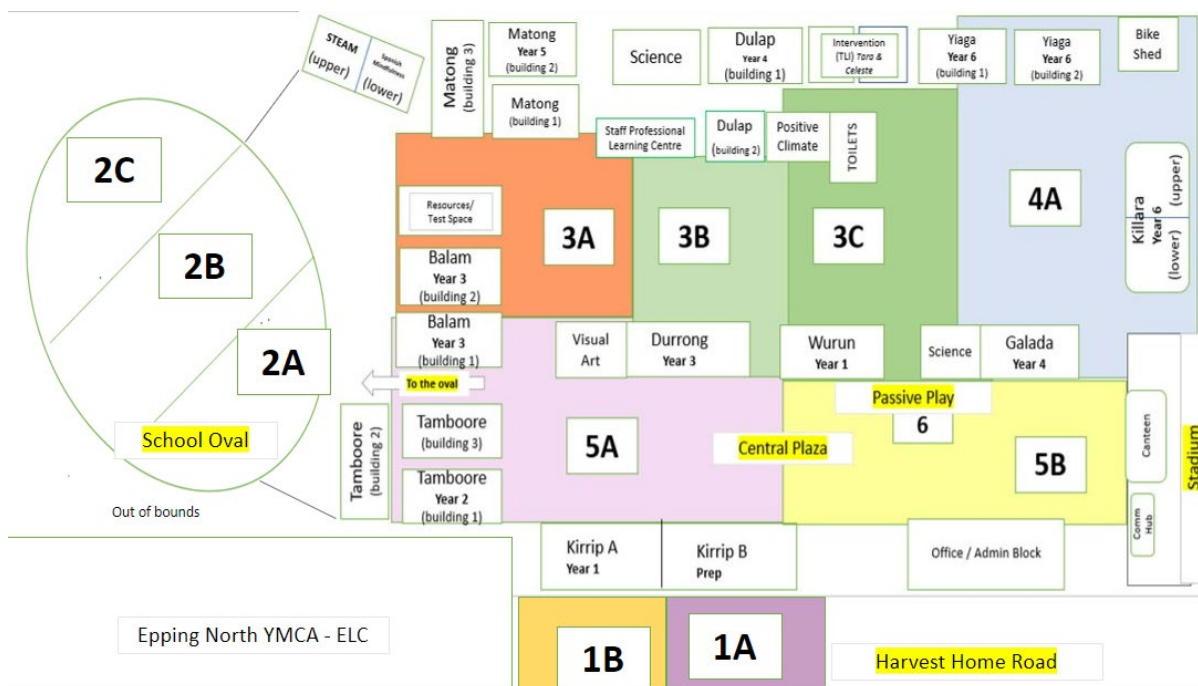
All staff at Harvest Home Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Harvest Home Primary School, [school staff will be designated a specific yard duty area to supervise.

### **Yard duty areas**

The designated yard duty areas for our school as at Term 3, 2023 are:

<b>Before and After School</b>		<b>During Recess and Lunch Breaks</b>	
Area 1	School Entry: near steps & ramp	Area 1 A	Harvest Home PG: roving sandpit / all areas
Area 2	School Entry: near gates & walkway	Area 1 B	Harvest Home PG: play equipment / all areas
Area 3	Tamboore: Toilet area / HH Playground Corner	Area 2 A	Oval: roving front third of oval
Area 4 A	Hard courts and back gate	Area 2 B	Oval: roving middle third of oval
Area 5	Oval Exit: walk to across oval	Area 2 C	Oval: roving back third of oval
		Area 3 A	Edgars PG: flying fox side & walkway
		Area 3 B	Edgars PG: climbing side & walkway
		Area 3 C	Rock Garden Playground / Trampolines
		Area 4 A	Hard Courts - Hard courts to Yiaga
		Area 5 A	Central Plaza: roving Canteen side / middle
		Area 5 B	Central Plaza: roving Art room end / middle
		Area 6	Passive Play: inc. set/pack up / middle



## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the teacher office or in the Resource Centre on the yard duty bag rack for CRTs
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the Resource Centre on the yard duty bag rack
- Be familiar with the yard duty information pack containing student health and safety information stored in the yard duty bag [

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

## Yard duty responsibilities

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 ensuring active supervision of all students, moving and scanning the area in a manner that allows all areas to be always within the line of sight to at least one yard duty teacher.
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- 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 school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving 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 Leadership 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 Leadership but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should call Leadership and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

### Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

In the event support is required to manage a student's behaviour, teachers should follow the school process, as outlined in the Staff Handbook and contact the office. The Student Wellbeing and Engagement Policy can be referred to for further information.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact Leadership for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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 activity. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

### Digital devices and virtual classroom

Harvest Home Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Harvest Home Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised by a teacher in a shared area.

### 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 student 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.

### Other areas requiring supervision

During class time, if students are required to go to the office, toilet, canteen or anywhere else around the school, they will be expected to go in pairs.

When transitioning across the school, students should always be with a partner or supervised by a teacher

## **FURTHER INFORMATION AND RESOURCES**

- 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](#)

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Referenced in the staff induction process
- Discussed at staff briefings/meetings, as required
- Discussed at parent information nights/sessions, as required
- Included as annual reference in school newsletter, as required
- Made available in hard copy from a Principal class member, upon request

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	August, 2023
Approved by	Andrew Bouzikas (Principal)
Next scheduled review date	August, 2025