



FOOTSCRAY PRIMARY SCHOOL

Yard Supervision Policy



Rationale:

Principals and school staff are held to a high standard of care in relation to their students. Appropriate supervision is an important step that schools must take to discharge their duty of care because it helps to minimise the likelihood of injury or harm and enables staff to identify and respond to risks that may arise in the playground, in the classroom or other learning areas.

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 Footscray 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.

Purpose:

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

Implementation:

Before and after school

Footscray Primary School's grounds are supervised by school staff from 8:45am until 9:00am and 3:30pm – 3:45pm. Supervision arrangements for before and after school include the following areas:

1. The Oval
2. The junior play equipment and middle court yard (including canteen space)
3. The front area of the school (Basketball Courts)

Outside of these hours, school staff will not be available to supervise students. Parents and carers should not allow their child to attend Footscray Primary School outside of these hours unsupervised. Families are encouraged to contact TheirCare on 1300 072 410 or Email: info@theircare.com.au to obtain 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, a member of staff will arrange for the student to be placed into before school care at a cost to the parent/carer. The principal or member of school leadership 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 member of the leadership team will consider whether it is appropriate to:

- Attempt to contact the parent/carers
- Attempt to contact the emergency contacts
- Place the student in an out of school hours care program at a cost to the parent/carers.
- 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 above.

Yard duty

- All staff at Footscray Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.
- The daily organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Footscray Primary School, school staff will be designated a specific yard duty area to supervise.
- The roster will require minimum of three staff members on duty at any one time, each responsible for supervising a designated area of the school.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc. are required to make a swap with another staff member and notify the daily organiser immediately before actioning these swaps/alternate arrangements.
- School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the sick bay. In addition to a safety/hi-vis vest, school staff will be provided with a bag containing basic first aid supplies, pad and pencil, and a set of first aid cards which must be sent in with students requiring further assistance from the sick bay.
- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.
- The designated yard duty areas for our school as at Term 1, 2019 are:

Area	Location in School
Area 1	Front of school and Edwardian toilets
Area 2	Junior Playground and Canteen to COLA
Area 3	Oval and 3 – 6 Playground

During yard duty, supervising staff must:

- **Approach unknown people in the yard, or alternatively use the 'assistance required' cards provided in their bags to seek assistance from the main office and leadership team.**
- Methodically move around the designated zone to ensure that all areas are within line of sight.
- Be alert and vigilant
- Intervene immediately if potentially dangerous or inappropriate behavior is observed in the yard. Staff on yard supervision can use the 'assistance required' cards provided in their bags to seek assistance from the main office and leadership team.
- Keep a record of individual student behaviour, recording minor incidents on Compass as deemed necessary. This applies to incidents or near misses as appropriate.
- Enforce behavioural standards and implement appropriate consequences for breaches of agreed upon behaviour expectations, in accordance with the Whole School Positive Behaviours Matrix. Incidents that the yard duty teacher deems of a serious nature can be directed to the Student Support Space in the Greenwood Building where a senior member of staff is rostered on duty to support students with school expected behaviours and unexpected behaviour choices.
- Ensure that students who require first aid assistance receive it as soon as practicable.
- 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 Daily Organiser 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 Daily Organiser or member of the leadership team, but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving teacher or the next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/or daily organiser 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 their PLC leader or a member of the leadership team 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. 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.

Evaluation:

This policy was last updated on February 2019 and is scheduled for review in February 2020 (must be reviewed yearly). This policy will be updated if significant changes are made to school grounds that require a revision of Footscray Primary School's Yard Duty and Supervision Policy.