



# MONTMORENCY PRIMARY SCHOOL

## Yard Duty and Supervision Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 9434 5944 or email [montmorency.ps@education.vic.gov.au](mailto:montmorency.ps@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 Montmorency 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

In line with department policies and guidance relating to duty of care, Montmorency Primary School's grounds and buildings will be supervised by school staff from 8.45am until 3.45pm on school days. Outside of these hours, students are not permitted inside school buildings for reasons of safety, privacy and confidentiality. Families will be encouraged to contact OOHC (Camp Australia) for more information about OOHC facilities available to our school community. Students who are onsite at school outside of these hours will be taken to OOHC, unless previously arranged by the Principal. . Parents and carers are advised of this through our newsletter and via compass.

### YARD DUTY

All staff at Montmorency Primary School are expected to assist with yard duty supervision and will be included in the yard duty timetable.

The daily organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Montmorency Primary School, school staff will be designated a specific yard duty area to supervise.

### Yard duty zones

The designated yard duty areas for our school as at Term 2, 2022) are:

Zone	Area
Zone 1	Big playground, sports courts and Julia's Orchard
Zone 2	Junior adventure playground, tennis courts and synthetic turf
Zone 3	Oval and senior garden
Zone 4	Alban Street side of the school from the flagpole to the staff carpark, to also include the new wooden playground

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.

### 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 first aid.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in first aid.
- be familiar with the yard duty information pack containing student health and safety information attached to the yard duty first aid bags. Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.
- carry their mobile phone with them should they need to contact the office for medical assistance.



## **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.
- 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).
- ensure students remain in their designated year level zones.
- 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 Wellbeing and 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 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 assistant principal 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 the office 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.

### **Wet and Hot Day Timetable**

If it is raining, too wet or too hot, students will remain indoors during recess. Supervision will be provided at a ratio of one staff member per two adjoining classrooms. Teachers in neighbouring classrooms will take turns to supervise students indoors and will cover one half of yard duty each. If the weather improves, students may be allowed to go outside. While indoors, students are able to engage in quiet activities at the teacher's discretion. Devices such as laptops and iPads are not to be used at this time.

### 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 neighbouring classroom or the office 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

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

Montmorency 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.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored daily
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

### STUDENTS REQUIRING ADDITIONAL SUPERVISION SUPPORT

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

## 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
- Included in our staff handbook
- Published on our school website
- Made available in hard copy from school office

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

## 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](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2022
Approved by	Principal
Next scheduled review date	May 2024

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