

Date Reviewed: 2022 School Council Reviewed: 2022
Responsibility: Principal Team Next Review Date: 2024

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 Glen Katherine 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

GKPS's grounds are supervised by school staff from 8.25am until 3.15pm. Outside of these hours, school staff will not be available to supervise students. This is communicated to parents in our fortnightly Linkletter and also in our induction and enrolment packs.

There will be two staff members supervising the drop and go zones at the front school entrance.

Parents and carers should not allow their children to attend GKPS outside of these hours. Families are encouraged to contact Narelle Seivers on 9431-2503 or narelle.seivers@education.vic.gov.au 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)
- 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 below.

Yard duty

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

The principal [or alternative nominee] is responsible for preparing and communicating the yard duty roster on a regular basis. At GKPS, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at 11th July 2022 Term 3 are outlined below.

Zone	Area
Area 1	Court Yard, canteen, grade 5 / 6 playground
Area 2	Oval and St Helena Hard courts
Area 3	Tennis Court ,Cubby area, sandpit
Area 4	near science room, bottom stage, grade 1 / 2 playground



School staff must wear a provided safety/hi-vis vest whilst on yard duty.

- Safety/hi-vis vests will be stored outside of the First Aid Room.
- Staff must carry the yard duty folder and first aid bag located outside the First Aid room.
- Be familiar with the yard duty information folder containing student health and safety information. This is located outside the first aid room.

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

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

During yard duty, supervising staff must:

- methodically move around the designated zone in a clockwise or anticlockwise position, to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- be alert and vigilant
- 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.

- 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 your school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in the yard duty folder and chronicle 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), 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 Assistant 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 Assistant 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 office/call Assistant Principal, etc] 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 buddy staff member or the front office 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; and will follow the supervision requirements in the Department of Education and Training Excursions Policy.

Digital Devices and virtual classroom

GKPS follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

<https://www2.education.vic.gov.au/pal/cybersafety/policy>

- Students are not permitted to use ipads or any other digital devices including laptops when it is a wet day timetable.

Glen Katherine 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 in their school areas eg: middle school area, junior school area

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

- * student attendance will be monitored daily through google classroom, Seesaw and Webex conferencing.
- * 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 disabilities 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

Students require supervision when transitioning to specialist classes such as library or when students are moving from classrooms to different areas of the school.

Students are expected to go in groups of 3 to the bathroom.

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
- * Listed on our school website
- * Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available by phoning the school 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:
 - [Supervision of Students](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)