



# YARD DUTY AND SUPERVISION POLICY

## PURPOSE

Adequate supervision of students is a requirement of the school's duty of care.

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

Plenty Parklands understands it holds a high standard of care in relation to students at school. Appropriate, well organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

## 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.

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

This policy applies to all teaching and non teaching staff at Plenty Parklands Primary School, including Education Support staff (ES), Casual Relief Teachers (CRTs) 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.

All teaching staff participate in the yard duty roster and student supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

## POLICY

### Before and after school

Teaching staff are rostered on for yard duty before school, during recess, lunch time and after school.

The school grounds are supervised before school from 8:45 to 9:00 at the three entry gates. After school, teaching staff supervise from 3:30 to 3:45 at the three exit gates. Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity such as interschool sport training). Staff are not required to wear the vest or carry the folder or bum bag for before and after school duty.

Parents/carers are requested to ensure that students do not arrive early before 8:30 a.m. or stay late after school unless they are attending before or after school care, or an arranged supervised activity (i.e. sports training). Parents are informed of the precise times of yard supervision each term via the school newsletter. Families are encouraged to contact Camp Australia [www.campaustralia.com.au](http://www.campaustralia.com.au) for more information about the before and after school care facilities available to our school community.

School staff who are rostered on for before or after school supervision must follow the processes outlined below:

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
- explain that the parent/ carer must make alternate arrangements

Students who arrive early before 8:30 and the parent is not contactable, will be placed in the office foyer area.

If a student is not collected before supervision finishes at 3:45, the staff on yard duty will take the child to the office where the office staff will:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- 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.

### Entering and Exiting School

- Before school - 8.58 – music      9.00 – bell      Anyone who enters after the bell is late. Teachers are to be in their classroom by 8.50 and are to stand at their doors at 9.00 to ensure children walk inside. (*Refer to individual home group entering the room process*). It is a legal requirement that teachers be prompt and in the building before the first child enters. **“Teacher”** also refers to specialist staff who take classes at 9:00, 11:10 and 1:50.
- End of morning recess – 11:07 - first bell. Teachers MOVE to be at the door of their classrooms by the time of the second bell at 11:10. It is a legal requirement that teachers be prompt and in the building before the first child enters. Teachers to stand at their doors at 11.10 to ensure children walk inside.
- End of lunch time – 1.47 - first bell. Teachers MOVE to be at the door of their classrooms by the time of the second bell at 1.50 – same process as for recess and before school.
- Pack up bell – 3.25 *Refer to individual pack up process.*
- End of day dismissal bell - 3.30
- Teachers are to be in the corridor/veranda when dismissing their students at recess, lunchtime and at 3.30

#### **Yard Duty Notes** – Information for teaching staff

**Staff to take their mobile phones out on yard duty in case of an emergency where it is clear an ambulance is urgently required. Phone 000 and then send for assistance. This is to ensure that a child with a life threatening illness is given emergency care from a paramedic in the quickest possible time.**

The yard is divided into a number of areas. Yard duty teacher to stay in nominated area.

- Area 1-sports ground, behind the hall (Serambi), end of block A, senior playground etc.,
- Area 2-courtyard, canteen, basketball court, block B toilets, in between blocks A and B, senior playground, gym, gym toilets. Teacher covering area 2 to make the decision to call a WET DAY TIMETABLE and make the announcement over the PA system.
- Area 3-Prep/1 playground, block D, block D toilets
- Area 4-2/3 playground, sand pit, block E, block F, block G
- Library

Staff members who are aware that they cannot fulfill their student supervision obligations due to appointments or excursion etc. are required to either make a swap with another staff member, or discuss the matter with the daily organiser.

**During Learning time** – if there is an issue, following up and speaking to parents first (if necessary) and sticking to our values and processes avoids misunderstandings. Do try to deal with problems yourself. Any serious misdemeanor you can't handle, speak to the relevant wellbeing support person. You will need to add any incident to Compass and inform the home group teacher.

**First on duty** to collect bum-bags (first aid kits), folders and iridescent vests from outside the First Aid room, or send a child to collect them before the bell. Items to be returned by last teacher on duty. Staff need to wear the YD vest at all times, students are not to wear the vest.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. If the next staff member does not arrive, phone the office to make an announcement over the PA system.

Attend to injuries that require TLC, or a bandaid (for instance). Send more serious minor injuries to the first aid room with 'FIRST AID TREATMENT REQUIRED' (yellow) card.

Send for medical emergency support with white card, with green cross, 'EMERGENCY ASSISTANCE REQUIRED OUTSIDE' or 'ASTHMA EMERGENCY KIT REQUIRED'.

For students with life threatening illnesses, i.e. anaphylaxis, epilepsy, send their 'PERSONAL NAME CARD'.

#### **Staff responsibilities**

- Map of yard duty and out of bounds areas – make sure you familiarise yourself with each area.
- Need to be 'on the ball' at all times and there has to be consistency between all staff – we must use the values when discussing issues.
- Need to speak with one voice, so if one teacher tells the students, 'no kicking ball games in the courtyard', then all staff say and mean the same thing.
- Three sets of playground equipment - senior for 4-5-6 students, junior for Prep/1 students, middle for years 2 and 3 students. In playgrounds, students should not sit on/run up the slides or sit on top of the monkey bars. Chasing games should also be directed elsewhere.

- On a day when the grounds are wet, students must only play on the concrete and asphalt areas. The sand pit and grassed areas are out of bounds. An announcement will be made over the PA system if this is the case.
- On a WET DAY, students are supervised in their classrooms. A roster is developed by staff in each year level.
- Students to stop playing on the first bell – as staff walk back to class, remind students to stop playing and go to class.
- Toilet use by year levels: Preps, 1 and 2 (block D) toilets, 3 and 4 (gym) toilets, 5 and 6 block B (hall) toilets.
- Check the toilets in your yard duty area each time you have yard duty.

Area 1 teacher (from the Serambi) and area 2 teacher (through the foyer) to check the hall (no student to be in the hall unless with a teacher). Area 2 teacher to check the gym foyer (no student to be in the gym or foyer unless with a teacher). Area 2 teacher to check/support canteen. Each block to develop a wet day shoe process.

- Students and staff to stop and listen when an announcement is made, in and out of class time.

Remind your students about hats and money. We only unlock doors for students if they've had something such as keyboard and need to get their lunch for instance. We do not open doors for students who forgot to get their hats or to take money outside to spend at the canteen. Students need to develop resilience and spend money the next day. An exception to this is Prep students who can access their rooms with Prep staff only.

All staff are responsible for following up issues/incidents in the yard and this information needs to be passed onto any other relevant staff e.g. that child's teacher/unit leader by entering the incident on Compass.

- Ensure students show CARE for our school by...
  - not climbing trees or fences
  - treating our toilets with respect for other children who use them and by not using them as part of a game
  - keeping away from water mains cage on Telopea Crescent and the tap near the sandpit – this is not to be turned on
  - staying off the garden beds and not picking at trees, branches, limbs and leaves.

Staff to lock classroom doors and the doors at the end of their Block each recess and lunchtime and at the end of each day.

For confidentiality reasons students must not be allowed to look through the blue yard duty folder.

### Sports Ground

- The top level, including all synthetic and grassed areas and the cricket nets. It does NOT include the grass on the hill running from the containers and sportsground boundary fence down to the Serambi.
- Only available to be played on when it is the designated time.
- Kicking balls **only** on the sports ground, **not** under Serambi, **on the grassed hill area** or on any asphalt area, etc.
- Tackling and play fighting in football etc. games do not show care or respect for others.
- From December 1, prep, 1, 2 and 3 students to use sports ground at recess and years 4, 5 and 6 at lunchtime.
- Sitting within the football and soccer markings on the sports ground is unsafe – teachers to 'move students on'.
- When a ball goes over a fence, tell the child to visit the house after school (with an adult) to politely ask for the ball to be returned. Sometimes the neighbours throw the ball back, other times neighbours keep the ball. It's then between the parents and the neighbours.
- If balls go over or under the fence between the Serambi and the front of the school, you need to assess the situation and if you can retrieve it safely, then do so. If the ball cannot be retrieved safely then it will be thrown back over the fence by a teacher or the class doing the front of the school anti-litter duty.
- No child is to go under or over the fence.
- Only water bottles on the sports ground.

### SunSmart

- No hat, no play between September and April each year.
- Staff to wear SunSmart hats and clothing when outside.
- Students without hats must sit on the bricks outside the library in the shade – only students without hats are to be in this area.
- Parent must authorise the wearing of an appropriate sun smart hat if their school hat is not available until a new hat has been purchased – note from parent.
- No borrowing anyone's hat at all, teachers are not to provide spare hats.

- Flaps down on legionnaires hats.
- Doors are not to be unlocked for students who forget to take their hat outside. These students will need to go to the undercover area outside the library.

#### **First Aid**

- The school will ensure that we have a number of Level 2 first aid trained staff on call.
- Minor first aid incidents to be dealt with by the yard duty teacher. A minor first aid incident includes a slight scrape, graze, etc. that can be treated with a band aid or TLC.
- If first aid is required, students must be given a 'yellow ticket' to take with them.
- If something happens after the bell, the classroom teacher or specialist teacher who has that class next must deal with the incident.
- Head, back or groin injuries **MUST BE SENT TO FIRST AID.**
- Education Support staff will be responsible for supervision of the first aid room during recess and lunch times. Office staff are responsible during class times and before and after school.

#### **Social Skills**

- Siblings to play with own age groups (this is to encourage social skills development in younger children and discourage older children from 'minding', 'bossing', 'protecting' etc. their younger sibling).
- Children not to sit on top of the monkey bars or to climb up or sit on the slide – doesn't show a fair go for all.
- Picking up or throwing stones or sticks is banned. Building cubbies using branches, sticks, stones, etc. is banned.
- Swearing is not living by the values and must be followed up.

#### **Decked areas in Blocks E, F and G** – these are designated quiet play areas

- Staff need to be able to work quietly in their offices and classrooms without being disturbed by children playing noisily.

#### **Out of Bounds**

- Containers, fenced areas around the rear and northern side of the gym.
- Water mains cage on Telopea Crescent and the tap near the sandpit – this is not to be turned on.
- Students not allowed inside corridors or rooms unless directly supervised by a teacher.

#### **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 on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

School staff, parents and students are encouraged to speak to our principal or one of the assistant principals, if they have any concerns about potential risks at our school, or our duty of care obligations.

#### **EVALUATION**

This policy will be reviewed to reflect new regulations and best practice. This policy will also be updated if significant changes are made to school grounds that require a revision of the yard duty and student supervision policy.

This policy will be reviewed in line with best practice, new legislation and guidelines.

#### **REVIEW CYCLE**

This policy was last updated in **March 2019** and is scheduled for review in **March 2020**.

**Endorsed by School Council in March 2019.**