

# 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

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.

## 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, 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, time and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

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

All staff participate in the student supervision roster and follow clear procedures for responding to accidents or incidents.

### 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 8:45am to 9:00am at the three entry gates. After school, teaching staff supervise from 3:30pm to 3:45pm at the three exit gates. Students on school grounds outside these times will **not** be supervised (unless they are attending the before or after school care program or supervised extracurricular activity such as interschool sport training). Staff are required to wear their yard duty vest 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). Families are encouraged to contact Camp Australia [www.campastralia.com.au](http://www.campastralia.com.au) for more information about the before and after school care facilities available to our school community.

School staff must follow the processes outlined below.

If a student arrives at school before supervision commences at the beginning of the day, the child's teacher will, as soon as practicable, is to 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 8:30am 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
- if no contact can be made, the child will be placed in the after school care program

### Entering and Exiting School

- Before school - 8.58am – music/9.00am – bell. Anyone who enters after the bell is late. Teachers are to be in their classroom by 8.50am and are to stand at their doors at 9.00am to ensure children walk inside safely. (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 9:00am, 11:10am and 1:50pm.
- End of morning recess – 11:07am – music/11.10am – bell. Teachers MOVE to be at the door of their classrooms by the time of the bell at 11:10am. 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 11.10am to ensure children walk inside.
- End of lunch time – 1.47pm - music. Teachers MOVE to be at the door of their classrooms by the time of the bell at 1.50pm – same process as for recess and before school.
- End of day dismissal bell - 3.30pm.
- Teachers are to be in the corridor/veranda when dismissing their students at recess, lunchtime and at 3.30pm.

### Yard duty – Recess and Lunch

All staff at Plenty Parklands Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. Six teachers and one ES staff member are on duty in the yard at the same time. At lunch time, there is also a teacher on duty in the Library.

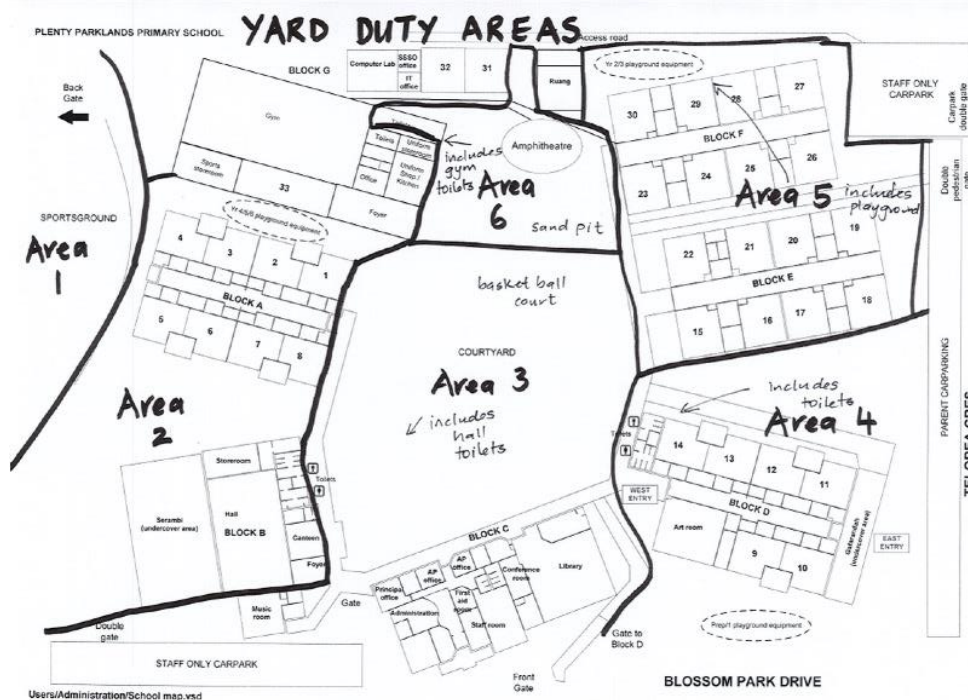
The Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. School staff will be designated a specific yard duty area to supervise.

### Yard Duty Areas

The yard is divided into six areas. Yard duty teacher to stay in nominated area.

The designated areas for our school (as at September 2022) are:

- Area 1 - sports ground
- Area 2 - behind the hall (Serambi), in between blocks A and B, end of block A, senior playground
- Area 3 - courtyard, canteen, basketball court, block B toilets, gym  
Teacher covering area 3 to make the decision to call a WET DAY TIMETABLE and make the announcement over the PA system.
- Area 4 - Prep/1 playground, block D, block D toilets
- Area 5 – block E, block F, area in between blocks and at the bottom of block E and F, 2/3 playground
- Area 6 - sand pit, Ruang, block G, gym toilets
- Library



## **Yard Duty Equipment**

School staff must:

- **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.**
- wear their own or allocated safety/hi-vis vest whilst on yard duty. Students are not to wear the vest.
- carry the yard duty bag (first aid kit) and folder at all times during supervision. The yard duty first aid bag and folder are stored outside the first aid room. First person on duty to collect a bum bag (first aid kit) and folder from outside the First Aid room, or send a child to collect them before the bell. 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 or the break ends.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- make sure you familiarise yourself with the map of yard duty and out of bounds areas
- 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. Do not leave the designated area until a relieving staff member has arrived.
- ensure a brief but adequate verbal 'handover' is given to the relieving staff member in relation to any issues which may have arisen during their shift
- be familiar with the information in the yard duty folder containing student health and safety information stored For confidentiality reasons students must not be allowed to look through the blue yard duty folder.
- be alert and vigilant. 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.
- 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 five hydrant taps
  - staying off the garden beds and not picking at trees, branches, limbs and leaves.
- 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 and Wellbeing Policy
- ensure that students who require first aid assistance receive it as soon as practicable
- 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.
- 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)
- 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.
- staff members who are aware that they cannot fulfill their student supervision obligations due to an appointments or excursion etc. are required to either make a swap with another staff member, or discuss the matter with the daily organiser.

## **Yard Duty Information**

- Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.
- Each block to develop a wet day shoe process.

- 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 and two students from each class can attend specialist activities at recess for Prep-3 and lunch for years 4-6.
- 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.
- 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.
- 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.

#### 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.
- Send more serious minor injuries to the first aid room with 'FIRST AID TREATMENT REQUIRED' (yellow) card.
- If something happens after the bell, the classroom teacher or specialist teacher who has that class next must deal with the incident.
- For medical emergency support send a 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'.
- Head, back or groin injuries **MUST BE SENT TO FIRST AID**.
- The First Aid 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.

#### 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 does 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.

#### Playground Equipment

- Three sets of playground equipment - junior for Prep/1 students, middle for years 2 and 3 students and senior for 4-5-6 students. In the 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.

#### 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.

- 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.

### **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).
- Picking up or throwing stones or sticks is banned. Building cubbies using branches, sticks, stones, etc. is banned.
- 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.
- 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.
- Students not allowed inside corridors or rooms unless directly supervised by a teacher.

### **Classroom**

The classroom/specialist 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 office partner. If their office partner is not available, the teacher is to contact the office.

**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 incident is to be recorded on Compass and the home group teacher informed.

### **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 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**

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

Plenty Parklands Primary School will also ensure appropriate supervision of students participating in virtual, remote and flexible learning environments while on school site.

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.

### **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 students 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.

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

### EVALUATION

This policy will be reviewed in line with best practice, new legislation and guidelines. This policy will also be updated if significant changes are made to school grounds that require a revision of Plenty Parklands Primary School's yard duty and supervision arrangements.

### COMMUNICATION

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

- Available publicly on our school website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff manual
- Made available in hard copy from office upon request

### 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	September 2022
Consultation	Staff Leadership School Council
Approved by	Principal and endorsed by School Council in October 2022
Next scheduled review date	September 2024