

# MELTON SOUTH PRIMARY SCHOOL

## YARD DUTY AND SUPERVISION POLICY



### PURPOSE

To ensure school staff and members of the school community understand their supervision and yard duty responsibilities. To ensure the staff at the OSH club understand their responsibilities and duty of care to the students at Melton South Primary School.

### 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 Melton South 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**

Melton South Primary School's grounds are supervised by school staff from 8.40am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Students who attend the Out Of Hours School arrangement program at St Anthony's Primary School will continue to be able to utilize this program outside of these hours.

Parents and carers should not allow their children to attend Melton South Primary School outside of these hours. Families are encouraged to contact [0421 089 585](tel:0421089585) or email: [stanthonys@oshclub.com.au](mailto:stanthonys@oshclub.com.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:

- 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 or attempt to contact the emergency contact.
- If the parent/emergency contacts cannot be contacted, Victoria Police and/or the Department of Health and Human Services (Child Protection) will be contacted 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.

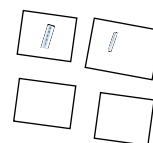
## Yard duty

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

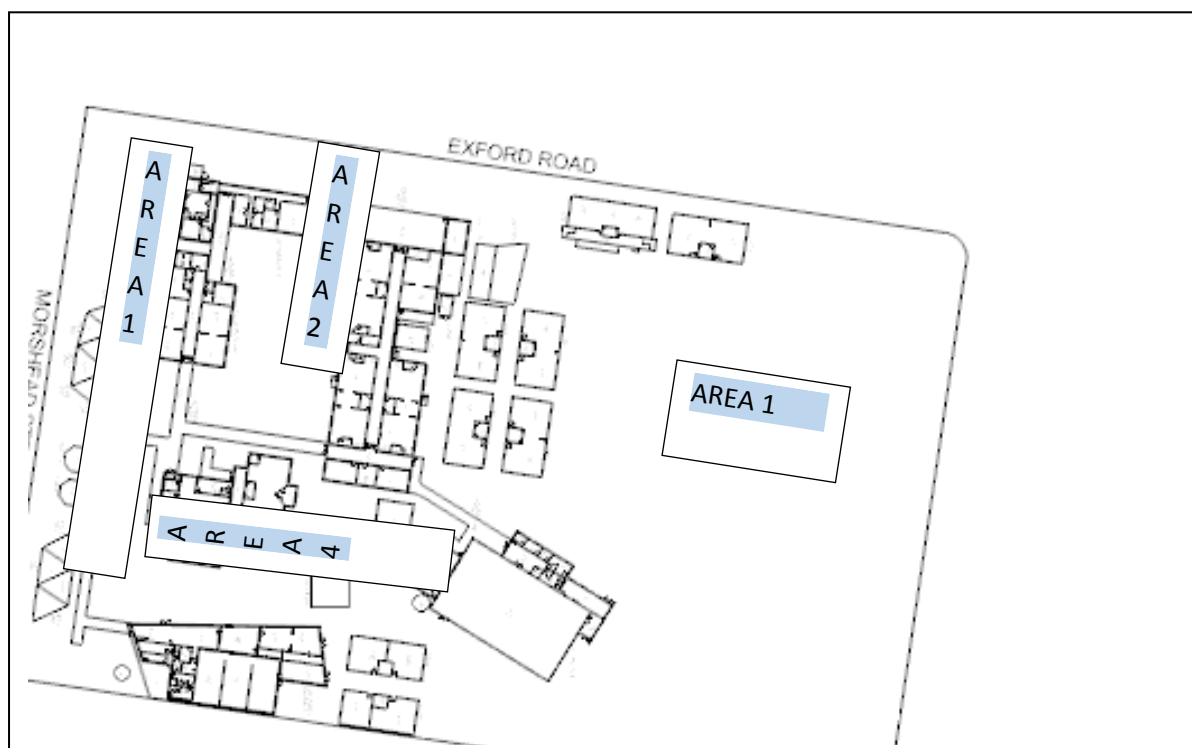
The Assistant Principal or nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Melton South Primary school, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 3 2020 are as follows

AREA	Location
Area 1	Basketball court & Play areas alongside Mooreshead Street
Area 2	Canteen and Quadrangle
Area 3 – 2 Staff Rostered On	Oval
Area 4	Prep Playground, Between BER and Library
Senior Toilets	End of Block B
Junior Toilets	Rear of BER/Staffroom
Chill Zone	Room 10A
Reflection Room	Art Room



Snr Toilets



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be purchased and given out to staff annually. Spare vests are available in the General Office.

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

During yard duty, supervising staff must:

- methodically move around the designated zone and ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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 which are set out in Melton South Primary 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 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 or call Assistant Principal, 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 PLT Leader or Assistant Principal 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.

## **FURTHER INFORMATION AND RESOURCES**

- the Department's Policy and Advisory Library:
  - [Supervision of Students](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

## **REVIEW CYCLE**

This policy was last updated on July 2020 and is scheduled for review on July 2023. This policy will also be updated if significant changes are made to school grounds that require a revision of Melton South Primary school's Yard Duty and Supervision Policy.