YARD DUTY AND SUPERVISION POLICY

Melton South Primary School

Help for non-English speakers

If you need help to understand the information in this policy please contact the MSPS EAL Team on 9743 2922

PURPOSE

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

SCOPE

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.

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

Melton South Primary School's grounds are supervised by school staff from 8.35am until 3.25pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the school oval, the quadrangle and Gate 2 entrance of the school.

Parents and carers will be advised through COMPASS, a notification on our school website, regular reminders in our newsletter that they should not allow their children to attend Melton South Primary School outside of these hours. Families will be encouraged to contact OSH Club on 0498 230 065 or refer to meltonsouth@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:

- 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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

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.

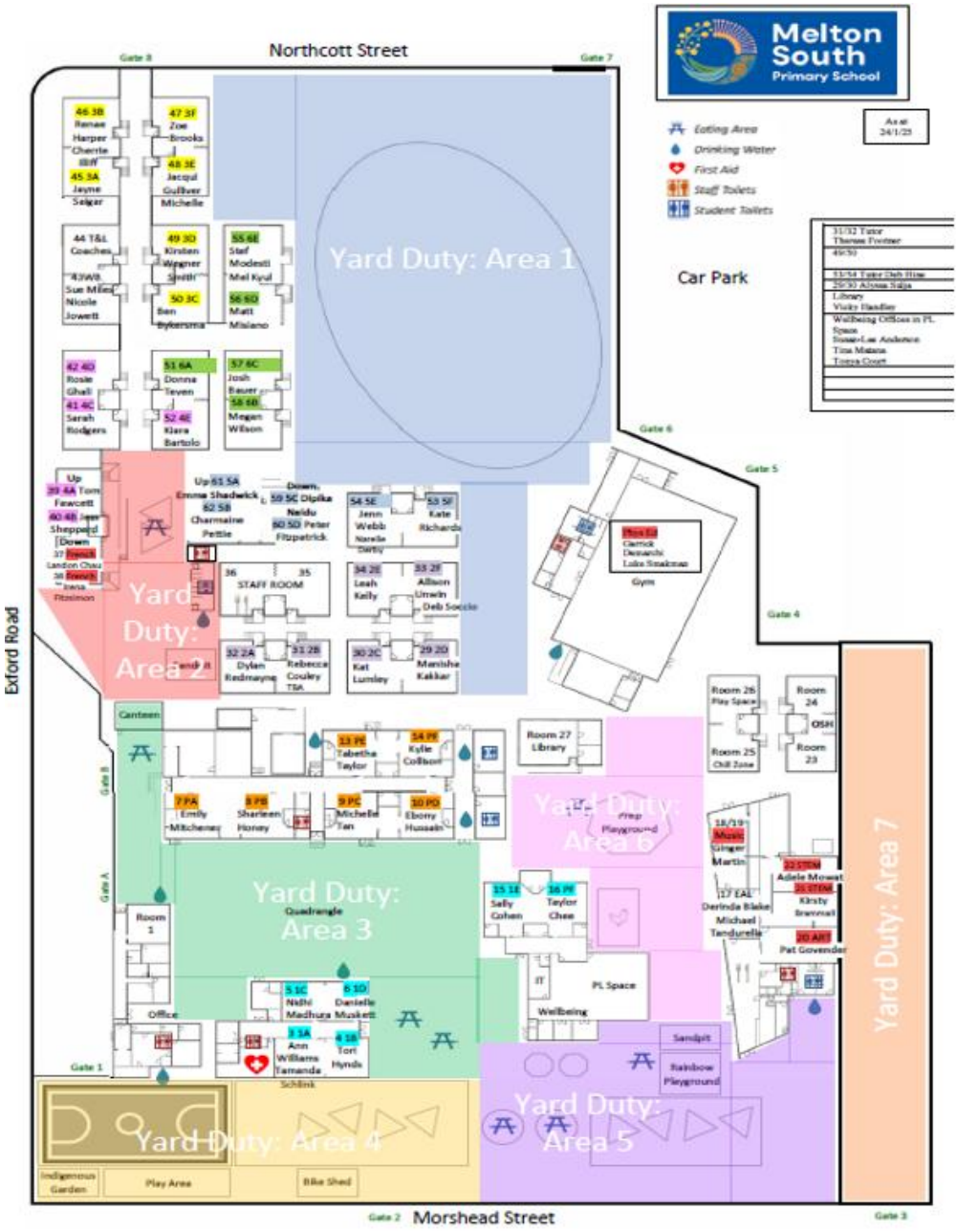
The Principal or nominee such as the Daily Organiser or an Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Melton South Primary School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school are:

Area	**Location**
Area 1	Oval
Area 2	Senior Sandpit and toilets
Area 3	Canteen & quadrangle
Area 4	Basketball court & play areas alongside Morsehead Street
Area 5	playground between BER building and PL room
Area 6	Prep Playground
Area 7	Behind the BER building adjacent to the council oval
Senior toilets	End of block B

Junior toilets	Rear of BER building/staffroom
Chill zone	Room 25
Reflection room	Room 44



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are provided to all staff including casual relief teachers. Additional vests will be stored at the school office.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the First Aid room (room 2).
- Be familiar with the yard duty information pack containing student health and safety information stored in the yard duty bag.

Yard duty equipment must be returned to the First Aid room (room 11) after the period of supervision.

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 at the school office
- 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 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 Assistant Principal in charge of daily organisation, 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 in charge of daily organisation, 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 send a message to the office or call Assistant Principal in charge of daily organisation 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.

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 PLC Leader or the school 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

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

Melton South 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 a documented roster supervised by rostered staff.

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

- student attendance will be monitored via COMPASS by the classroom teacher
- 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 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.

Other areas requiring supervision

At Melton South Primary School students using the bathroom are expected to go in pairs during class time.

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
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website.

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

Date Reviewed	Oct 2024
Author	Assistant Principal Mrs Natalie Sadler
Principal Approved	**Yes**
Consultation required	**No**
School Council approved	No
School Council noted	At Meeting
Mandatory	**Yes**
VQRA	**Yes**
Responsible for Review	Natalie Sadler
Review Date	**2 years 2026**
Published	**Website/Internally**

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 arrangements.