



Yard Duty and Supervision

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 Langwarrin 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

Langwarrin Primary School grounds are supervised by school staff from 8:40 am until to 3:45 pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Langwarrin Primary School outside of these hours. Families are encouraged to contact Camp Australia on 1300105343 or refer to www.campaustralia.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
- 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 Langwarrin Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal or Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Langwarrin Primary, school staff will be designated a specific yard duty area to supervise. See appendix 1.1

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staffroom.

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 [include procedures for particularly large zones, specifying for example if staff are required to move 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. You will need to consider the specific needs of your student population, and size and terrain of your school grounds when considering the most appropriate protocols for yard duty supervision for your school
- 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 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 i.e. in a Yard Duty Slips, and/or Sentral.
- 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, 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 a teacher 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

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy was last updated on 1/5/19 and is scheduled for review on May 2022.

APPENDIX 1.1

YARD DUTY – TERM 2 – 2019 - as at 23/04/2019

DAY	BEFORE SCHOOL 8.40 – 9.00	AREA	FIRST RECESS 11.00 – 11.15	SECOND RECESS 11.15 – 11.30	FIRST LUNCH 1.10 – 1.35	SECOND LUNCH 1.35 – 2.00	AFTER SCHOOL 3.30 – 3.45
M O N D A Y	Principal Class Debbie Ben S	A	Elly	Ayla	Matt	Jade	Principal Class Debbie Mary Ben S
		B	Sharne	Brittany	Kristie	Meghan	
		C	Christy	Meredith	Ben S	Meredith	
		D	Ben R	Bobbie	Paul	Michelle C	
	Lunch Sport Senior	EMC			Jack	Georgia	
	Computers	ICT			Sarah	Michelle N	
	Administration	OFFICE	Angela	Isabella	Michelle K	Angela	
	First Aid	OFFICE	Brooke M/Julie	Jennie/Jodie	Aaron/Tania	Mary/Heather	
	FARM MB HJ TH MC	FARM	Jayde	Jay	Melissa	Debbie	
PSD Student	BM	Allan	Pip	Sandra	Liane		
PSD Student	HJ / MB	Sandra		Jay			
DAY	BEFORE SCHOOL 8.40 – 9.00	AREA	FIRST RECESS 11.00 – 11.15	SECOND RECESS 11.15 – 11.30	FIRST LUNCH 1.10 – 1.35	SECOND LUNCH 1.35 – 2.00	AFTER SCHOOL 3.30 – 3.45
T U E S D A Y	Principal Class Debbie Georgia	A	Rachel	Sue W	Jayde	Kate	Principal Class Debbie Mary Georgia
		B	Christy	Matt	Michelle C	Julie	
		C	Aaron	Sarah	Kiara	Ayla	
		D	Bernard	Kristie	Ben R	Christy	
	Lunch Sport Senior	EMC			Anthony	Bobbie	
	Computers	ICT			Brooke M	Michelle N	
	Administration	OFFICE	Isabella	Michelle K	Angela	Isabella	
	First Aid	OFFICE	Anthony/Jaime	Allan/Jodie	Debbie/Anastasia	Jay/Jodie	
	FARM MB HJ TH MC	FARM	Jade	Jack	Mary	Emma	
PSD Student	BM	Tania	Julian	Allen	Sandra		
PSD Student	HJ/MB	Liane		Tania			
PSD Student	TH	Pip		Pip			
DAY	BEFORE SCHOOL 8.40 – 9.00	AREA	FIRST RECESS 11.00 – 11.15	SECOND RECESS 11.15 – 11.30	FIRST LUNCH 1.10 – 1.35	SECOND LUNCH 1.35 – 2.00	AFTER SCHOOL 3.30 – 3.45
W E D N E S D A Y	Principal Class Debbie Paul	A	Jess	Meghan	Brooke B	Sharne	Principal Class Debbie Mary Paul
		B	Kate	Ben R	Jaime	Rachel	
		C	Michelle C	Julie	Jade	Bernard	
		D	Rachelle	Anthony	Rachelle	Aaron	
	Lunch Sport Senior	EMC			Jack	Meredith	
	Computers	ICT			Kathryn	Jennie	
	Administration	OFFICE	Michelle K	Angela	Isabella	Michelle K	
	First Aid	OFFICE	Melissa/MichelleN	Emma/Allan	Pip/Liane	Julian/Jodie	
	FARM MB HJ TH MC	FARM	Sandra	Mary	Elly	Jess	
Aerobics	CAPE			Debbie	Debbie		
PSD Student	BM	Julian	Liane	Jay	Mary		
PSD Student	HJ / MB	Tania		Allan			

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T H U R S D A Y	Principal Class Debbie Kiara	A	Rachel	Michelle N	Ayla	Brooke M	Principal Class Debbie Mary Kiara
		B	Heather	Brooke B	Jess	Sarah	
		C	Michelle C	Aaron	Matt	Sharne	
		D	Kathryn	Bernard	Simon	Christy	
	Lunch Sport Senior	EMC			Paul	Ben R	
	Computers	ICT			Elly	Kate	
	Administration	OFFICE	Angela	Isabella	Michelle K	Angela	
	First Aid	OFFICE	Bobbie/Rachelle	Sandra/Jodie	Tania/Brittany	Pip/Jodie	
	FARM MB HJ TH MC	FARM	Meredith	Melissa	Emma	Jaime	
	PSD Student	BM	Mary	Tania	Julian	Allan	
PSD Student	HJ / MB	Jay		Liane			
DAY	BEFORE SCHOOL 8.40 – 9.00	AREA	FIRST RECESS 11.00 – 11.15	SECOND RECESS 11.15 – 11.30	FIRST LUNCH 1.10 – 1.35	SECOND LUNCH 1.35 – 2.00	AFTER SCHOOL 3.30 – 3.45
F R I D A Y	Principal Class Debbie Simon	A	Brooke M	Jaime	Julie	Rachel	Principal Class Debbie Mary Simon
		B	Elly	Kate	Kiara	Kathryn	
		C	Jade	Sharne	Ben S	Anastasia	
		D	Jack	Jess	Bobbie	Simon	
	Lunch Sport Senior	EMC			Anthony	Bernard	
	Computers	ICT			Melissa	Jayde	
	Administration	OFFICE	Isabella	Michelle K	Angela	Isabella	
	First Aid	OFFICE	Emma/Debbie	Matt/Mary	Sandra/Brittany	Liane/Jodie	
	FARM MB HJ TH MC	FARM	Ayla	Sarah	Julian	Jay	
	Aerobics	CAPE			Debbie	Debbie	
PSD Student	BM	Julian	Sandra	Tania	Mary		
PSD Student	HJ / MB	Liane		Allan			
PSD Student	TH	Pip		Pip			

YARD DUTY – TERM 2 – 2019

Some things to remember for yard duty:

- Take your **whistle** and **timer** on duty.
- Blow your whistle if you see 'inappropriate behaviour' – and it is further away that your voice can travel – follow up with students involved.
- Ball games - As a general guide – tackling, dangerous play, inappropriate kicking of the ball – Use your timer - 5 minutes without the ball (first offence)

OUTSIDE DUTY – If you are first half duty, please collect red bag from staffroom. Red bags contain bum bags (band aids), also a photo of 'medical alert' students and a clipboard with yard incident slips/First Aid assistance card. Please complete a yard slip for **ALL** incidents. It is your responsibility to place slips in the red post box at the office. If you need urgent assistance in the yard please send in an '**alert card**' with a reliable student. Pass on the red bag to the second person at half time bell. Second person on duty to return bag to staffroom at the end of lunch time.

Area A – Undercover area, small soccer pitch, sand pit, front of canteen area, around library, near portable staffroom

Area B – Basketball court, old soccer pitch

Area C – Oval, cricket pitch, playgrounds, rocks, big tree, CAPE toilets

Area D – Crushed rock driveway, new soccer pitch, bushland

EMC STADIUM – Please take your mobile phone with you. Basketball type games only – no kicking of balls. Open every lunch time for Year 3 – 6 - Approx first 25 kids lined up at gates gets to go in the EMC gym, change over at half bell - new group line up at gate at half bell - If not 25 at gate, some students from the first group can return if they want to stay for the entire time.

Computers – ICT in Library – Games based play – no printing. First 28 kids lined up on ramp go into library, change over at half bell - new group line up on ramp at half bell - If not 28 at ramp, some students from the first group can return if they want to stay for the entire time.

First Aid (OFFICE) – Attend to first aid duties on a 'needs' basis. Ensure first aid incident forms / head injury forms (phone calls to parents) are completed as needed. All first aid incidents are entered on Sentral.

Farm (BARN) Duty - Ensure that students are sharing toys, games, equipment etc. At 1:50pm instruct students to begin packing up.

MB HJ TH MC - Stands for Mia Broadway, Harli James, Thomas Howard, Magnus Conway. These students are funded under the PSD; and are timetabled for the barn.

Leading Teachers/Learning Specialists have reduced specific rostered yard duties – together with Prin Class they will cover teacher absence yard duties.