



# YARD DUTY

## POLICY

### **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 Richmond Primary School (RPS), 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**

Richmond Primary school's grounds are supervised by school staff from 8.45 until 9.00am and 3.30 until 3.45pm. The yard duty teacher supervises all playground areas. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Richmond primary school outside of these hours. 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 make alternate arrangements in the future and provide information about the before and after school care facilities available to our school community.

If a student is not collected by 3.45pm 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)
- 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.

#### **Yard duty**

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

The assistant principal is responsible for preparing and communicating the yard duty roster on a regular basis. At RPS school staff will be designated a specific yard duty area to supervise.

Two teachers are allocated on yard duty at recess and three at lunchtime. Recess duty is for 15 minutes and lunch duty is for 25 minutes. The designated yard duty areas for our school are as follows:

Area	Description
Area 1	Active play area- basketball courts, play equipment along Barkly Street and Brighton Road, Nick's garden
Area 2	Courtyard, front of school and fairy garden
Oval (lunchtime only)	Council oval along Mary Street (opposite front entrance of school)
Crossing	Mary Street crossing

School staff must wear a provided safety/hi-vis vest and carry a bumbag(containing simple first aid supplies)whilst on yard duty. Safety/hi-vis vests will be distributed to all staff members at the start of the school year.

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
- 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 the school's Student Engagement and Wellbeing policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any negative behavioural incidents, 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.

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 colleague within the learning space or the office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Teachers are to supervise their class whilst a guest speaker is in the room.

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

- On excursions the school will maintain a minimum adult to student ratio of 1:20, as set out in the Department of Education and Training (DET) guidelines.

- On camps, where practicable there will be at least one staff member of each gender
- Parents/carers included in the supervision ratio or given supervision roles on camps or excursions must have a Working with Children Check.

### **Review Cycle**

This policy will be reviewed as part of the school's review cycle in 2022.