



YARD DUTY AND SUPERVISION POLICY

Help for non-English speakers

If you need help to understand this policy, please contact the office at Richmond Primary; 94281909

Purpose:

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

Scope:

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:

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

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 will be advised through regular reminders in our newsletter that they should not allow their children to attend Richmond Primary school outside of these hours. Families will be encouraged to contact CommunityOsh on 0477 882 819 or admin@commosh.edu.au refer to <https://richmondps.vic.edu.au/oshc/> for more information about the before and after school care facilities available to our school community.

Families are to vacate the senior playground and court areas from 3.45 to 5.30 due them being used by CommunityOsh.

Parents and carers should not allow their children to attend Richmond Primary school outside of these hours, unless they have parental supervision. If a student arrives at school before school 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.

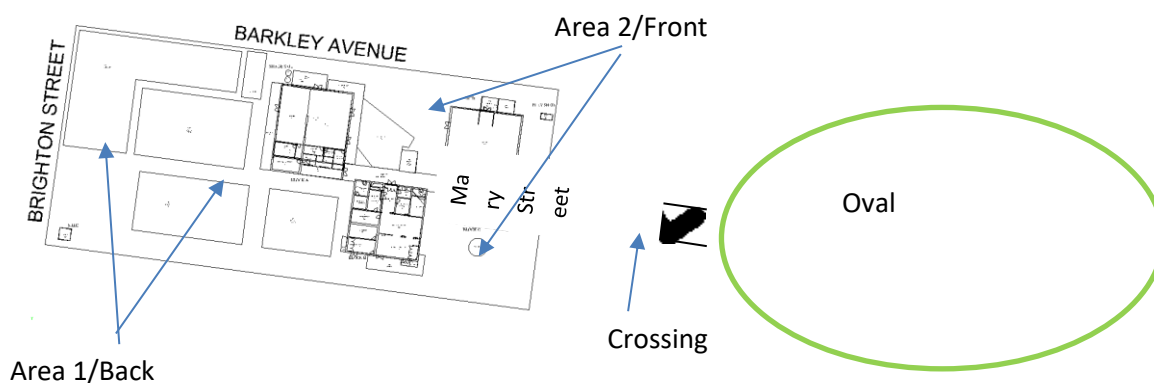
Yard duty

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/Back	Active play area- basketball courts, play equipment along Barkly Street and Brighton Road, Nick’s garden
Area 2/Front	Courtyard, front of school and fairy garden
Oval	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:

- wear a provided safety/hi-vis vest whilst on yard duty
- carry the yard duty first aid bag at all times during supervision
- 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 Well Being Policy](#).
- 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)
- 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.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Principal or 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 the relieving 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 relieving 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 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.

Digital devices and virtual classroom

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

Richmond 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 an open space and at recess and lunch times.

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

- student attendance will be monitored
- 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 Assistant Principal 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.

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
- On the school's website
- Parent reminders are sent regularly through the year in our school newsletter.

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	School Council and eSmart committee
Approved by	Principal and School Council
Next scheduled review date	September 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Richmond Primary School's yard duty and supervision arrangements.