

Dorset Primary School No.5132
YARD DUTY AND SUPERVISION POLICY
STUDENTS AND PARENTS

Dorset understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

All staff participate in our yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

School staff are rostered on for yard duty before school, during recess, lunch and after school. School grounds are supervised before school at 8:45am in classrooms. After school, staff supervise playgrounds and exit areas until 3:45pm. Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending before or after school care, or a pre-arranged supervised activity (i.e. sports practice).

School staff, parents and students are encouraged to speak to our Principal if you have any concerns about potential risks at our school, or our duty of care obligations.

Dorset Primary School No.5132
YARD DUTY AND SUPERVISION POLICY
SCHOOLS

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 Dorset, 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

Dorset's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students. Staff will supervise inside classrooms and in areas where students are entering or exiting the school grounds.

Parents and carers should not allow their children to attend Dorset outside of these hours. Families are encouraged to contact **Big Childcare** for more information about the before and after school care facilities available to our school community.

If a student arrives at school before 8:45am, staff may:

- advise parents/carers of the supervision arrangements before school
- request that the parent/ carer make alternate arrangements
- advise the student to wait under the supervision of their parent/carer

If a student is not collected before 3:45pm, staff may:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program
- contact Victoria Police and/or DHHS (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 Dorset are expected to assist with yard duty supervision and will be included in the weekly roster. The Principal and Assistant Principal are responsible for preparing and communicating the yard duty roster on a regular basis.

Staff will be designated a specific yard duty area to supervise. The designated yard duty areas for our school are the **Foundation Playground, Top Area (including Year 1/2 playground), Middle Area (including Year 3/4 and Year 6 playground), Oval Area** and the **Sanctuary**.

School staff must wear a high-vis vest and carry a First Aid mini-kit (bumbag) whilst on yard duty. 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:

- actively supervise all areas of their zone so that they have students in their sights at all times;
- 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 that are consistent with school expectations
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses in the Yard Duty log
- ensure that a 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 office 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 contact the office 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 adjacent teacher for assistance. The teacher should then wait until another teacher 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 in February 2021 and is scheduled for review in February 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Dorset's Yard Duty and Supervision Policy.