



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers.

If you need help to understand the information in this policy, please contact the school office on 9311 1511.

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 Rosamond 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

Rosamond School grounds are supervised by school staff from 8:45am until 3:10pm. Outside of these hours, school staff will not be available to supervise students. [NOTE: Rosamond School will regularly inform parents/carers of the precise times during which the school's grounds will be monitored in the school newsletter.]

Parents and carers should not allow their children to attend Rosamond 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:

- 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)
- 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

Teaching and Education Support staff at Rosamond School are expected to assist with yard duty supervision and will be included in the weekly roster.

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The Timetabler/Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Rosamond School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at January 2020 are listed below. Multiple staff will be allocated to an area and these are in operation before school [8:45-9:00am], recess [11:10-11:40am], lunch [12:40-1:40pm] and after school [2:55-3:10pm] times.

Yard Duty Zones

The following are the zones across the school that staff are assigned to :

Zone	Area
Zone 1	Secondary Yard
Zone 2	Primary Yard
Zone 3	Town Centre
Zone 4	Early Years Yard
Zone 5	Gate 1 – Near Office building
Zone 6	Gate 2 – Secondary Gate [Near Gross Motor Gate]
Zone 7	Bus 3 – East Keilor
Zone 8	Bus 2 - Altona
Zone 9	Bus 1 - Williamstown
Zone 10	Gate 3 – Primary Gate
Zone 11	Parents drop off zone

Other Duty Areas:

- Phones & Property – Outside of staff room door
- Front Office List – In foyer during student exit Foyer

School staff must wear a provided safety/hi-vis vest whilst on bus duty. Safety/hi-vis vests will be stored outside of the Office Foyer. Staff designated as first aid officers are to wear the orange hi-vis vests while on duty in each section.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

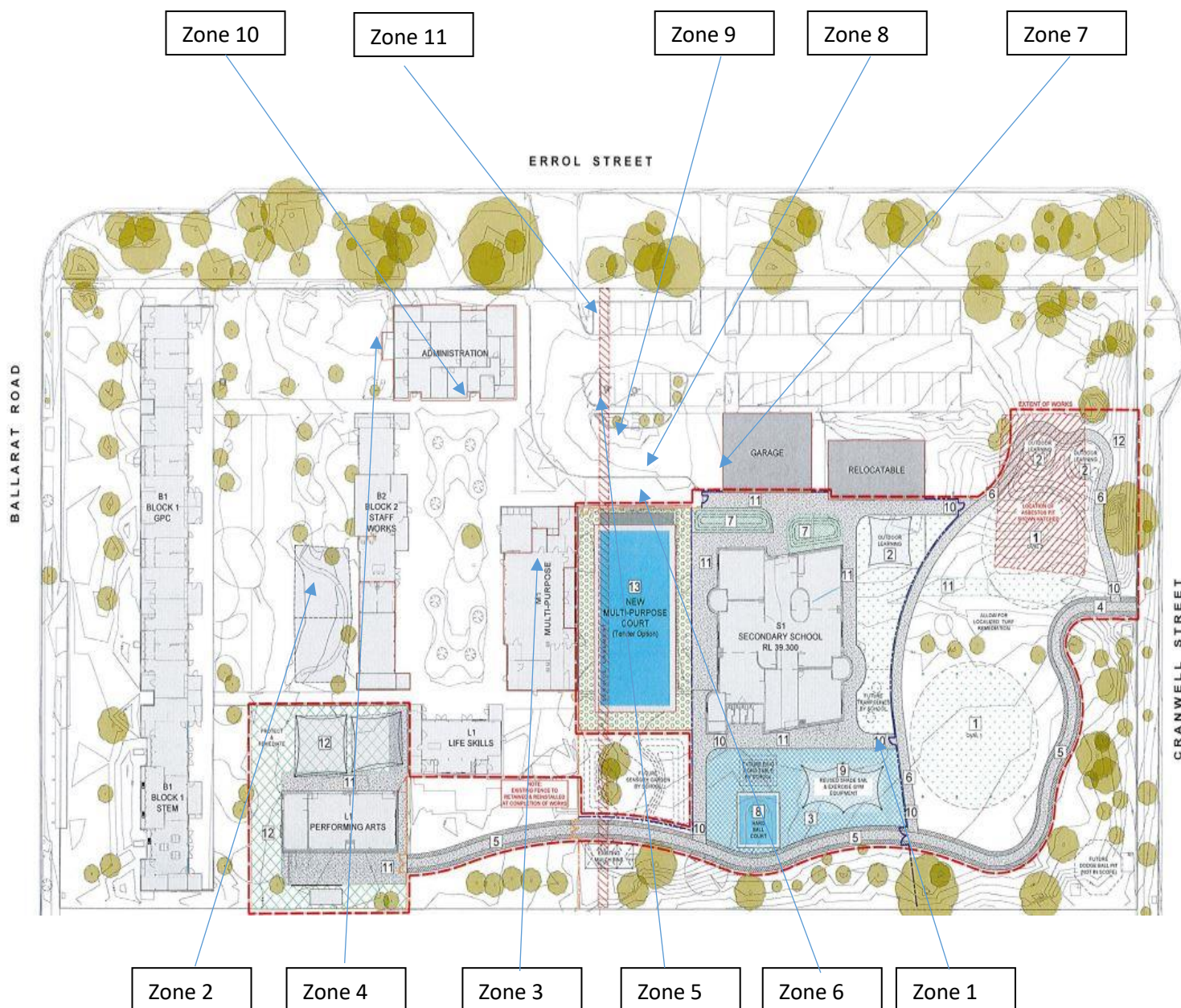
During yard duty, supervising staff must:

- methodically move around the designated zone
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard

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- 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 Inclusion* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate
- 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/Daily Organiser with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

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If the supervising staff member needs to leave yard duty during the allocated time, they should contact a member of the principal class team to organise a replacement and they 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 principal class team to organise a replacement staff member 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 the principal class team 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.

Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

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.
- Included in the staff handbook.
- Made available in hard copy from the school administration on request.

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Policy Review

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

Policy last reviewed	1/9/2023
Approved by	Principal
Next scheduled review date	1/9/2027