

	<b>FRANKSTON PRIMARY SCHOOL</b>  <b>Yard Duty and Supervision</b>	<b>Last Reviewed:</b> 2022 <b>Next Review:</b> 2023
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## 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 Frankston 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 care

Frankston Primary School'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.

Before and after school, school staff will be available to supervise the Baxter Street top and bottom entrance points to the school.

Parents and carers should not allow their children to attend Frankston Primary School outside of these hours. Families are encouraged to contact Camp Australia 1300 105 343 or refer to <https://www.campastralia.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
- place the student in an out of school hours care program
- contact Victoria Police and/or the DFFH (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 Frankston Primary School 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 Frankston Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are:

- Lower Yard (including basketball court area, oval, playgrounds, sensory garden, lower court yard)
- Upper Yard (including netball/volleyball court, student toilet block area, drinking taps between toilet block and junior building, old school house area)

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

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 yard duty zone to ensure that all areas within the zone are viewed
- 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 relevant measures set out in the 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 on 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/Assistant Principal, and not leave the designated area until a replacement staff member has arrived.

No changes to the yard duty roster are to be made without the approval of the Assistant Principal or Principal.

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 at all times.

The classroom teacher are required to ensure they are at class line up in time for the bell to go to ensure supervision directly after recess and lunch.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Assistant Principal or office 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.

The class teacher has ultimate responsibility for the supervision of all students in their care. An in-school visit with an external provider or visitor such as a speaker/presenter does not absolve supervision duties of the teacher, including First Aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.

**Parents and Carers**

Parents and Carers are required to notify the school of the date, time and reason when students are dropped off late or picked up during school hours.

Make appropriate arrangements for the transport, care and supervision of students travelling to and from school.

Make appropriate arrangements for the care and supervision of students outside the times of supervision before and after school.

Students will only be permitted to leave the school premises under the supervision of a parent or another adult person authorised by parents to collect the student.

**COMMUNICATION**

This policy will be communicated to our school community in the following ways

- Discussed at staff briefings or meetings, as required
- Included as a reference in our school newsletter and upon our school website
- Made available in hard copy from school administration upon request

**FURTHER INFORMATION AND RESOURCES**

- the Department’s Policy and Advisory Library:
  - [Supervision of Students](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

<b>DEVELOPED</b>	2018
<b>PRINCIPAL</b>	Renée Kennedy
<b>EVALUATION</b>	This policy will be reviewed annually as part of the school’s three year review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration.