

Moonee Ponds West Primary School



Yard Duty Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact MPWPS reception on 9370 6875 or email: moonee.ponds.west.ps@education.vic.gov.au

PURPOSE

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

To ensure all teachers assume responsibility for student care and that they are confident, skilled, and proactive in the management of student safety.

To develop processes and protocols that are clear and well known to ensure the effectiveness of student care arrangements for student safety.

SCOPE

This policy applies to all teaching and non-teaching staff at Moonee Ponds West Primary School, including education support staff, casual relief teachers and visiting teachers.

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

Moonee Ponds West 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.

There will be a staff member at the entry gate on Eglinton Street and the entry gate on Lennox Street before and after school.

Parents and carers will be advised through our Family Handbook and reminders in our newsletter that they should not allow their children to attend Moonee Ponds West Primary School outside of these hours. Families will be encouraged to contact the Out of School Hours Care (OSHC) provider Camp Australia on phone 1300 105 343 refer to <https://campaustralia.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
- place the student in an out of school hours care program (if available and appropriate)
- 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 and appropriate)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care, and protection of the student.

Yard duty

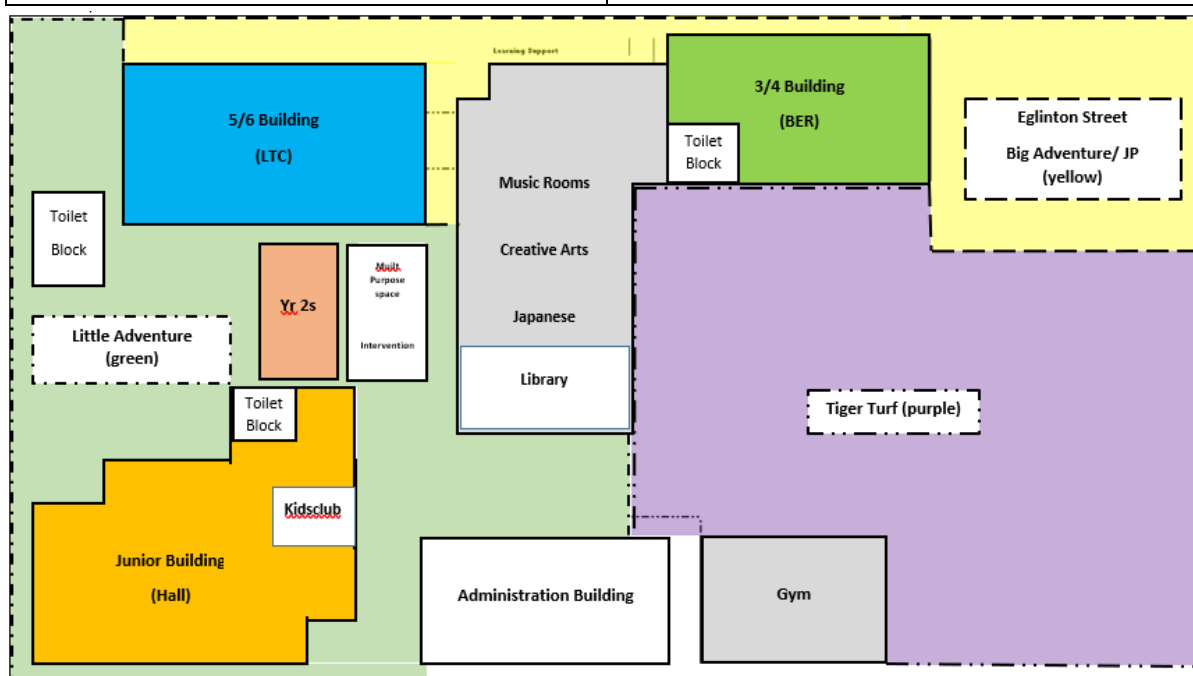
All staff at Moonee Ponds West Primary School are expected to assist with yard duty supervision and will be included in a Yard Duty roster.

The Principal or alternative nominee e.g., Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Moonee Ponds West Primary School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school as of Term 3, 2022 are:

Zone	Area
Zone 1	Little Adventure
Zone 2	Tiger Turf
Zone 3	Eglinton St/Big Adventure
Zone 4	Kidsclub (indoor)
Zone 5	Library (indoor)



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Additional Safety/hi-vis vests will be stored in the staffroom
- carry the yard duty first aid bag and walkie talkie at all times during supervision. The yard duty first aid bag and walkie talkie will be stored in the main office
- Be familiar with the yard duty information pack containing student health and safety information stored in Compass, on the OHS board in the staffroom and a discussed at staff meetings.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

Yard duty responsibilities

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

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students. For Eglinton St zone, main supervision is the playground and Jack's Paddock area, movement to check the fence line is also required.
For Little Adventure zone, movement around fence line, asphalt area and toilets block
For Tiger Turf, movement to include BER toilet block
- 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)
- be always 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 any relevant disciplinary 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, i.e., a Compass Chronicle entry or incident report.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief, but adequate verbal 'handover' is given to the relieving 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 Daily Organiser or 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 via Walkie Talkie and confirm with the Daily Organiser or 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 contact the office via the Walkie Talkie to notify they have not been relieved and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

If first-aid treatment requiring additional support is required, the student will be sent into the First Aid room with a First Aid card and the Yard Duty staff member will report over the Walkie Talkie.

Other areas requiring supervision

During lunch break on different days the school library, gym and 'kid's club' will be open for students. These areas will be supervised and included on the Yard Duty roster.

Unauthorised student departure from school

When a student departs from the school (following initial attendance) without authorisation, administration and leadership will be contacted immediately to support. The student's parent/parent/carer will be informed immediately. Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Division Incident Support and Operations Centre, telephone 1800 126 126 (24-hour service).

Early departure of students prior to dismissal time

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is kept in the Administration Office and completed for all students departing the school early. Details will include the student's name, homegroup, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a known and responsible person 16 years and over.
- No students will be sent home on their own outside of normal dismissal time.

Inclement Weather

- As part of the usual yard duty timetable process, an inclement weather timetable will be activated by the Principal/Assistant Principal when conditions outside are considered to be unsuitable for students and staff.
- Inclement weather is generally defined as extreme heat, rain, lightning, dust, wind, cold or any other condition that is considered by the Principal/Assistant Principal to be unsuitable.
- Where inclement weather is obvious prior to children being dismissed for a recess or lunch break, an announcement will be made by the Principal/Assistant Principal advising class teachers to follow the inclement weather timetable until further notice.
- In such cases, teachers will supervise a number of grades (as previously agreed to by the teachers concerned), for an agreed time during the recess or lunch break.
- Teachers, other than classroom teachers, will similarly share supervision of the classes and other areas (as determined).
- All children will be confined to classrooms unless permission has been granted by a teacher to leave temporarily e.g. toilet break.
- Children will be expected to walk indoors/under cover at all times and undertake appropriate indoor games and activities.
- In the case of unpredicted inclement weather occurring during a recess break, a yard duty teacher will inform administration of the possible need to activate the inclement weather timetable.
- The Principal/Assistant Principal will assess the situation and make the decision to call the children inside or alternatively, to seek adequate shelter, in which case the yard duty teachers will continue to supervise outside.
- In the event of children being required to come inside the school buildings, yard duty teachers will supervise the return to classes briefly while designated teachers make their way to the classrooms, or other areas, that they are required to supervise.

- All staff and students are required to wear broad-brimmed hats from September 1st through to the end of April consistent with the school's Sunsmart policy.
- Excursions, camps, scheduled sport, physical education, or other outside activities may need to be reorganised or rescheduled should inclement weather occur or be predicted.

Classroom

During class time students are expected to go in pairs when moving around the school, including going to the bathroom or to the office.

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 administration or leadership for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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 activity. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Moonee Ponds West Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site.

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 delegate 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.

COMMUNICATION

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

- Included in staff induction processes
- Published on the school's website
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request

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
Approved by	Principal
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 Moonee Ponds West Primary School's yard duty and supervision arrangements.