

Yard duty and supervision policy

Purpose:

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

Scope:

This policy applies to all teaching and non-teaching staff at Lyndhurst 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

Supervision before and after school

- The school will provide staff supervision for students arriving before school between 8.45am and 9.00am.
- The school will provide staff supervision for students after school between 3.30pm and 3.45pm.
- This information is provided to parents/guardians on a regular basis via the school newsletter. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.
- Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods
- Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the principal or their nominee.

Yard duty

A roster system will be used to timetable staff members for yard supervision. Yard supervision will include before school, recess and lunch breaks, and after school.

Yard duty zones

The designated yard duty areas for our school are:

| Areas for supervision | Notes |
|----------------------------------|---|
| Courtyard | Includes basketball court, adjacent toilets and Growing Patch |
| Dry Creek Bed | Includes areas behind portables, including 3/4 toilets |
| West portables | Includes decks, pathways, sensory garden area and play space adjacent to the oval |
| North portables/basketball court | Includes areas in and around portables, corner garden area and gym toilets |



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| Front of school | Includes adjacent toilets. This area is for quiet activities and is restricted in numbers. It may not always operate, depending on weather conditions. |
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Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Every staff member will be supplied with a vest.
- carry the yard duty first aid bag at all times during supervision. Every staff member will be supplied with a vest.
- be familiar with the yard duty information pack containing student health and safety information in each first aid bag
- a sunsmart hat during sunsmart periods.

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:

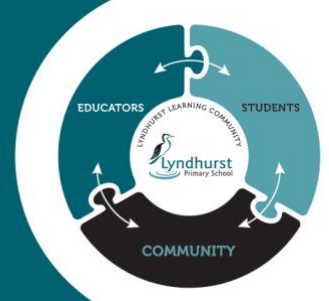
- methodically move around the designated zone ensuring active supervision of all students.
- Interactive positively with students, encouraging positive play habits
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- ensure students remain on their designated playground equipment
- 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 the Lyndhurst Behaviour Continuum
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate

Responsibilities:

- 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 responsible 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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office 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.

Play coaching

Play Coaching is a strategy used as part of the whole school discipline process. Students who receive repeated play related time-outs and do not appear to be changing their behaviour, will be required to work with a teacher (play



coach) to develop appropriate play strategies. This will occur at Front of School, but may transition into the yard with additional supervision by assigned ES staff. Once completed, the students will be reintroduced to free play. The introduction of playground games is an important step in teaching all children how to entertain themselves appropriately during play. Repeat offenders may require restricted play spaces within the yard for an extended period of time.

Safe Play

The Natural Play spaces in the school provide opportunities for creative and cooperative play but also pose risks where the materials are not used responsibly. Children are encouraged to make responsible decisions about safe play and should be given the opportunity to make those decisions themselves with teacher support.

- If potential unsafe play is observed, teachers should ask children, " *That looks unsafe. Is there a way you can make that safer?*"
- In the end, children may need teacher suggestions for safe play but they should be given the opportunity to resolve their own issues first.

Students entering and exiting the school

In determining whether supervision of students entering or exiting the school is adequate, the principal or their nominee will consider a number of factors including:

- which entry/exit points should be or are used by students
- whether any entry or exit points should be locked, designated as out of bounds, or supervised
- road traffic conditions
- designated pick up and drop off areas

The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the principal who will consider the following:

- the number of students alighting from and boarding the bus at the school
- the age of students alighting from or boarding the bus
- the times of the arrival and departure of the bus(es)
- the location of the pick-up and drop-off points in relation to the other areas of the school
- whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus

Pick up and drop off times

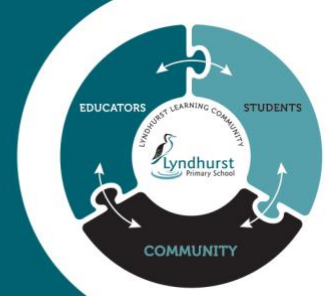
- Parents will be informed and reminded that school grounds supervision starts at 8.45am before school and ends at 3.45pm after school.
- Parents/carers are discouraged from sending their children to school before 8.45am.
- Parents/carers are encouraged to pick up their child by 3.45pm.
- Parents will also be informed via the school's newsletter, the times when staff members will be rostered to undertake yard supervision before and after school each day.

OSHC

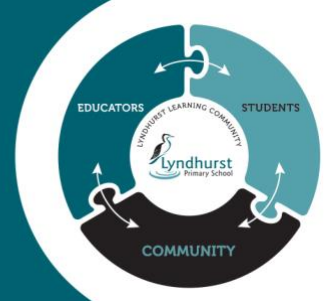
The school will regularly liaise with the OSHC program operator to ensure the effective supervision of students when transitioning to and from Out of School Hours Care (OSHC). Prep students attending OSHC, during term 1, will be delivered directly to their classroom by OSHC staff in the morning and will be collected by OSHC staff from classrooms in the afternoon.

Early departure and late arrival

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



- Students must be signed out of the school by a parents or guardian if departing prior to dismissal time.
- Students will not be allowed to leave the school grounds during school hours without the guardianship of a responsible adult.
- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person 16 years and over.
- No students will be sent home on their own other than at normal dismissal time.



Arrangements for students not collected after school

- Parents/guardians will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents/guardians. Students remaining in the school yard awaiting collection after 3.45pm will be directed to the office waiting area.
- If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.
- Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student.
- Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.
- School staff may assist with a local search of the area and to the student's home address where appropriate.

Unauthorised student departure from school

- When a student departs from the school (following initial attendance) without authorisation, the parent/guardian 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 Incident Support and Operations Centre (ISOC) on 1800 126 126

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 teaching partner, an Assistant Principal 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.

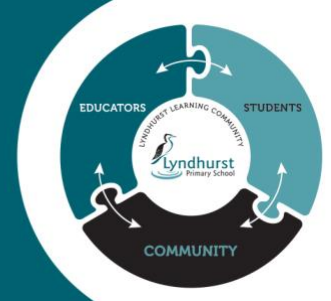
School activities, camps and excursions

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

Lyndhurst Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices. We believe the teaching of cybersafe and ethical online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21st Century students spend increasing amounts of time online, learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching. The introduction of BYOD devices that move between home and school, increases vulnerability to inappropriate or unsafe use.

- Safe and ethical behaviour online is explicitly taught at our school and support at home is requested.
- It is important to note that some online activities are illegal and as such will be reported to police.
- This includes harassment of others and publishing inappropriate images.



- All staff should be cognisant of the policies regarding appropriate usage and should be constantly vigilant in regard to online safety.

There is no substitute for close supervision of student online behaviour

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.

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 our staff handbook
- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

Further Information and Resources:

The following Department of Education and Training policies are relevant to this policy.


- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Community Work](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

The following school policies are relevant to this policy.

- Child Safe policies
- Camps and excursions policies
- Visitors policy

Policy review and approval:

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|--------------------------|--|---------------------|--------------------------|
| Last approved: | 01-2000 | Responsible: | Person/group responsible |
| Next Review date: | 01-2000 | Approved by | Principal/School Council |
| Consultation: | Insert date/s and who you consulted with e.g. student representative groups, parent groups, school council | | |

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|  | <p>Help for non-English speakers If you need help to understand the information in this policy please contact the school office on 03 8768 6700 or by email at lyndhurst.ps@education.vic.gov.au</p> |
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The Play Manifesto was developed by Lyndhurst PS students in collaboration with 60 other students from around Victoria. The Manifesto was presented to the Governor of Victoria on behalf of all children in Victoria, in 2011, in response to the United Nations Declaration of the Rights of Children.



A PLAY MANIFESTO FROM AUSTRALIAN CHILDREN

What our world would look like without play;

- Lonely, depressed, isolated, super-boring, no imagination, no creativity, no friends, unhealthy, unfit with lots of arguments
- It would be like there were no colours in the world
- Our parents would be depressed because we would be sad and lonely

What play means to us;

- Play is important to us because through play we can find out who we are and who others are
- Play shows our personalities, helps us make friends and feel part of a group
- When we play we can try different things, use our imagination and can relax
- Play is fun, makes us happy and gives us a chance to be unique

Where we want to play;

- In places we know we won't be judged, where we can be free and independent
- In a community that cares for one another and looks out for each other
- Where people will support us and make us feel safe and we know we could ask anyone for help when we need it

How we want to play;

- We love spontaneous play that uses our imagination, creativity and self-expression
- We also like play that is organised and lets us work as a team
- We want to be able to play with our friends, our family and others in our community

When we want to play;

- EVERYDAY! As much as we can!
- Until we get tired!

Please work with us to help save play for Australian children. Make time for play!

PLAY FOR LIFE  promoting the value of play