

## Yard duty and Supervision Policy

### PURPOSE

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

### SCOPE

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 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 Rangebank 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**

Rangebank Primary School's oval and junior playground are supervised by school staff from 8:40am to 9:00am and 3:15pm to 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Rangebank Primary School outside of these hours. Families are encouraged to contact Rangebank's Outside School Hours Care provider on 0423166628 or email [nicole@rangebankoshc.com.au](mailto:nicole@rangebankoshc.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:

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- 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.

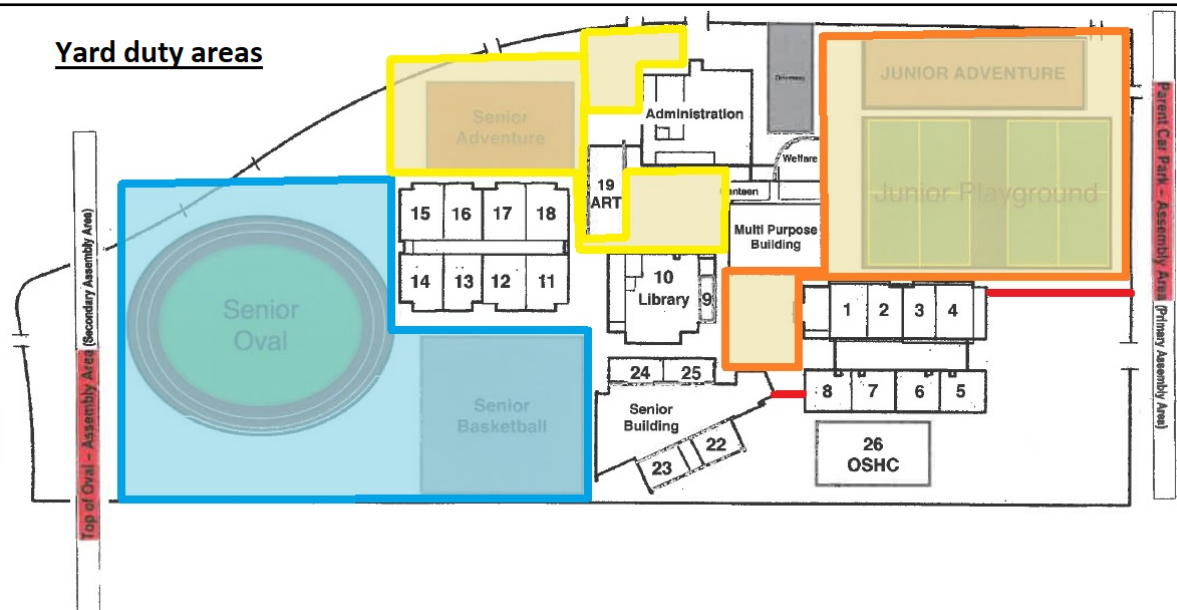
**Yard duty**

All staff at Rangebank Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal team is responsible for preparing and communicating the yard duty roster on a regular basis. At Rangebank Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (in map below and as at Term 1, 2023) are;

Zone	Area
Zone 1 - (Orange)	Junior hard court, playground and junior eating area
Zone 2 - (Yellow)	Senior adventure playground, outdoor classroom and senior courtyard
Zone 3 - (Blue)	Oval and Basketball court
1 ES to be paired to cover Zone 1 and 1 to cover Zones 2 & 3	



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School staff must wear a provided safety/high-viz vest whilst on yard duty. Safety/hi-vis vests will be stored with each staff member. ES staff will have an orange vest to indicate basic first aid responsibility and all other staff will wear a yellow vest.

Staff must wear a broad brimmed hat while outside and on duty in terms 1 and 4.

ES staff must carry their first aid bum bag which has bandaids, tissues and first aid passes in it.

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
- follow SWPBS values and behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the [RPS Student Wellbeing and Engagement Policy](#)
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass and edusafe where relevant.
- when being relieved of their yard duty shift by another staff member, 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.
- Pay particular attention to the following areas: behind the BER, behind the hedges in the junior area and behind the junior block.

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 staff member does not arrive for yard duty, the staff member currently on duty should send a message via 2 students to the office and notify administration staff 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.

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### 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 teacher in the next classroom or PLT leader 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

Rangebank Primary School follows the Department's policy with respect to supervision of students using digital devices.

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

Any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our [Student Wellbeing and Engagement Policy](#) and our Child Safety Responding and Reporting Policy and Procedures for further information.

## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - [Supervision of Students: Resources | education.vic.gov.au](#)
  - [Duty of Care: Policy | education.vic.gov.au](#)
  - [Child Safe Standards: Policy | education.vic.gov.au](#)
  - [Visitors in Schools: Policy | education.vic.gov.au](#)

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**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
- 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 via Compass.

**REVIEW CYCLE**

This policy was last updated in August 2023 and is scheduled for review in August 2025. This policy will also be updated if significant changes are made to school grounds that require a revision of Rangebank Primary School's Yard Duty and Supervision Policy.

Signed

  
Adrian Milan (Aug 11, 2023 09:44 GMT+10)

Principal

  
Lawrence Hamilton (Aug 11, 2023 09:51 GMT+10)

School Council President

Date: 10 August 2023

# RPS Yard Duty and Supervision Policy

Final Audit Report

2023-08-10

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