



# Drysdale Primary School

## YARD DUTY AND SUPERVISION POLICY

### PURPOSE

To ensure Drysdale Primary School staff understand their supervision and yard duty responsibilities and the protocols around these.

### SCOPE

The Drysdale Primary School 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 Drysdale Primary School, including Education Support staff, Casual Relief Teachers and Visiting Teachers.

Drysdale Primary 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

Drysdale Primary School's grounds are supervised by school staff from 8:50am until 3:40pm. Outside of these hours, school staff will not be available to supervise students.

Before school from 8:50am – 9:00am and after school from 3:30pm – 3:40pm, staff will supervise the following areas of the school grounds on the

- asphalt/basketball and Prep playground area
- Stonehouse Place side of the oval near the school entry gate
- Clifton Springs Rd side of the school between the front gate and staff carpark.

Parents and carers should not allow their children to attend Drysdale Primary School outside of these hours. Families are encouraged to contact Camp Australia on 1300 105 343 or refer to <https://www.campastralia.com.au/schools/details/6F2D> 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, classroom teacher or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- remind them of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

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If a student is not collected before supervision finishes at the end of the day, the principal, classroom teacher 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 Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

Drysdale Primary School staff who are rostered on for before or after school supervision must follow the processes outlined below.

## Yard Duty

All staff at Drysdale 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 Drysdale Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 1, 2021 are:

Area	Location
Area 1	Asphalt/P-1 Playground/Basketball court
Area 2	Year 2-4 playground/Stonehouse Place side of oval/oval gate
Area 3	Year 5-6 playground/Clifton Springs side of oval/BER exit gate and staff car park
Area 4	The Quiet Space- Sensory Garden and BER Play space.
Area 5	The Haven
Area 6	First Aid

## Times:

<b>Recess Time:</b> 10:40am - 11:00am	<b>Lunch First Half:</b> 12:50pm – 1:20pm	<b>Lunch Second Half:</b> 1:20pm – 1:50pm
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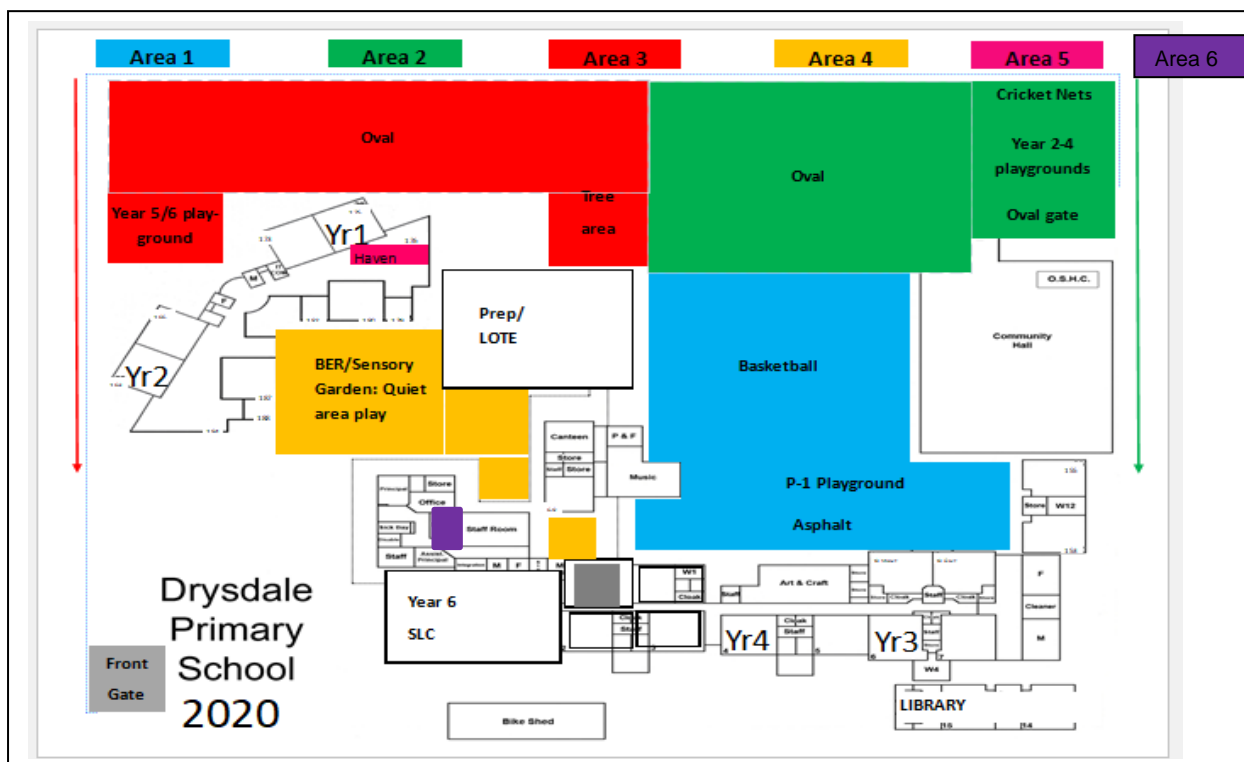
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School staff must wear a provided safety/high-visibility vest whilst on yard duty. Safety/high-visibility vests will be provided to permanent staff and other staff such as Casual Relief Teachers will be allocated one each morning from the school office.

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 area.
  - Area 1:** Please ensure you are moving between the basketball court, down ball area and P-1 playground.
  - Area 2:** Before and After School Duty: Please ensure you monitor the Stonehouse Gate entrance and exits and monitor the 2-4 playground. Recess and Lunchtime Duty: Please ensure you are moving frequently between the container, 2-4 playground, cricket nets and the blue equipment at the back of the oval
  - Area 3:** Before and After School Duty: Please ensure you move between the front gate of the school on the Clifton Springs Rd entrance and the entrance and exit to the staff carpark.



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Recess and Lunchtime Duty: Please ensure you are moving frequently between the back of the BER building, the Ga-Ga pit, bike shed and Ga-Ga pit positioned at the back corner of the school.

## Area 4:

Recess and Lunchtime Duty: Please ensure you are moving frequently between the Quiet Area in front of the BER, the Sensory Garden and the Quiet Space next to the staff room.

## Area 5:

This is a dual-purpose area.

Student Support: Yard Duty Teachers to use their judgement on the need for a student to use the space to support emotional regulation. Students can request a pass for a quiet activity with a friend or on their own. Passes will be supplied by yard duty teachers.

Teachers are to use the Restorative Script and School Wide Positive Behaviours Matrix which are displayed in the space to guide students in a conversation and support students who have been sent in with a red slip. Teachers are to support students in regulating and following up with other students (if present).

Staff are NOT to complete work of their own if students are present.

\*Please see DPS Engagement and Wellbeing Policy

## Area 6:

First Aid is to be administered by qualified staff members. Staff are to monitor student attendance and follow DPS First Aid protocols.

**Lunch Clubs:** Library is run as part of lunchtime yard duty on a Tuesday. All other clubs are run on a volunteer basis to support student engagement and behaviour in line with SWPBS.

**Wet Weather Duty:** In the event the weather is inclement, staff will follow the Wet Weather/Extreme Weather timetable and move to their allocated space. The same time periods apply as above. Staff will split the allocated times as per the timetable. The timetable is on Sentral for school staff to access. Principal class and Admin staff will support first aid when this timetable is in use.

- be alert and vigilant
- may take their personal mobile phones out with them. These are to be used during this time to only contact another staff member where required and not for personal use
- 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 school policy set out in your school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable. Staff to provide a student with a First Aid pass which is found in their yard duty bag.
- log any incidents as appropriate on Sentral and tag the classroom teacher. If follow up to parents/carers is required please do so in a timely manner.
- 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.

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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 must 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 school office 52 512 272 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 their PLC 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 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.

## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Library (accessible to DET staff):
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

## REVIEW CYCLE

This policy was last updated in March 2021 and is scheduled for review in March 2022.

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This policy will also be updated if significant changes are made to school grounds that require a revision of Drysdale Primary School Yard Duty and Supervision Policy.

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