



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 03 9419 7633.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Docklands Primary School and The District Campus, 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 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, time and places.

Supervision should be undertaken in a way that identifies and mitigates risks to child safety. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Docklands Primary School's grounds, at both the main campus and "The District Campus" are supervised by school staff from 8:45am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school staff will be available to supervise the ground level, and the exits of the school and "The District Campus".

The Early Learning Centre that is situated on-site will utilise their entrance and exit point.

Parents and carers should not allow their children to attend Docklands Primary School outside of these hours. Families are encouraged to contact the school administration office for more information about the before and after school care facilities available to our school community or visit www.teamkids.com.au to arrange care through the Out of Hours Care provider.



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)
- 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)
- 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.

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

Yard duty

All staff at Docklands Primary School (inclusive of all campuses) are expected to assist with yard duty supervision and will be included in the weekly roster.

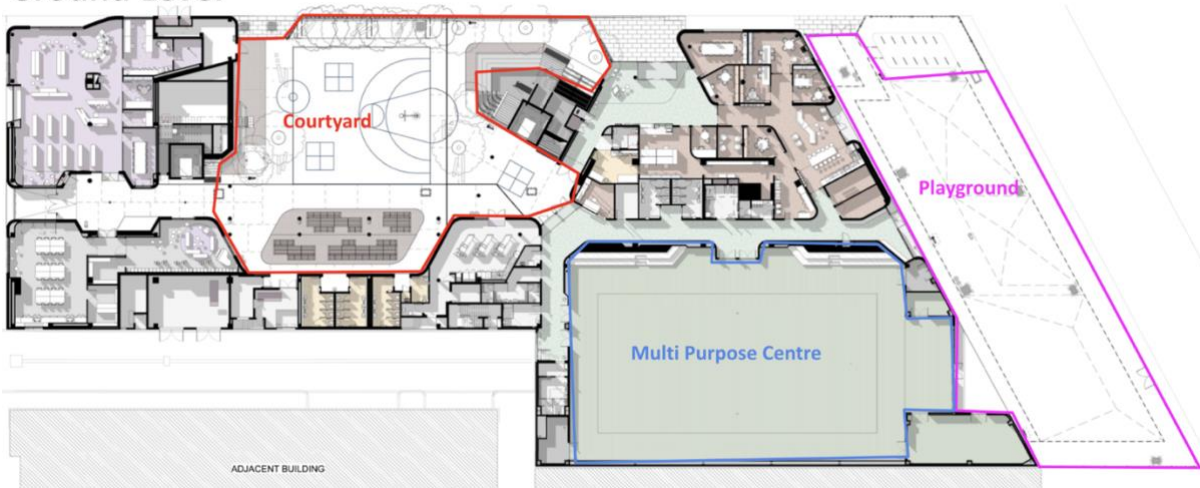
The Assistant Principal is responsible for preparing and communicating the yard duty roster on a termly basis. At Docklands Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 1, 2023 are:

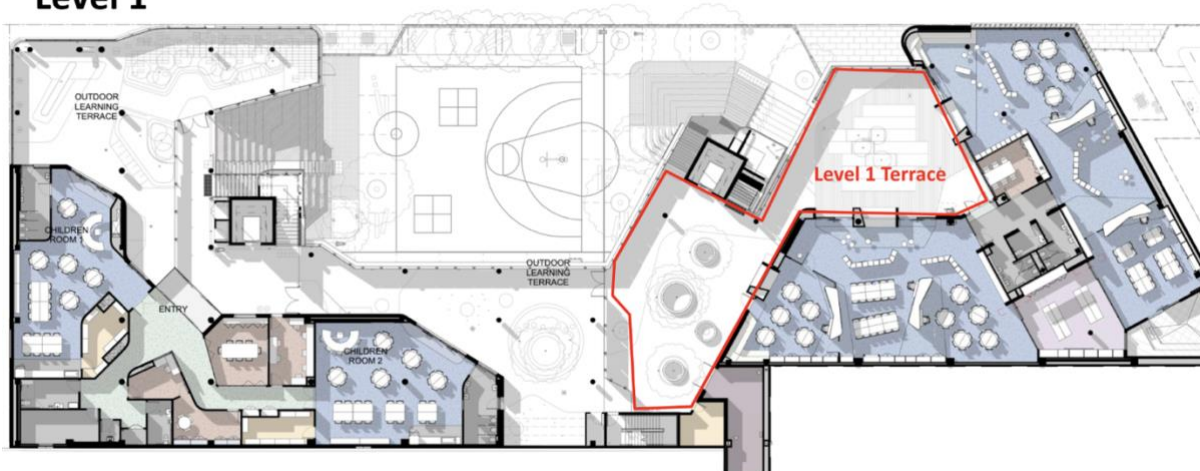
Zone	Area
Zone 1	Courtyard
Zone 2	Playground
Zone 3	Multi-Purpose Centre
Zone 4	Level 1 Terrace
Zone 5	Level 2 Terrace – Garden End
Zone 6	Level 2 Terrace – Sandpit End



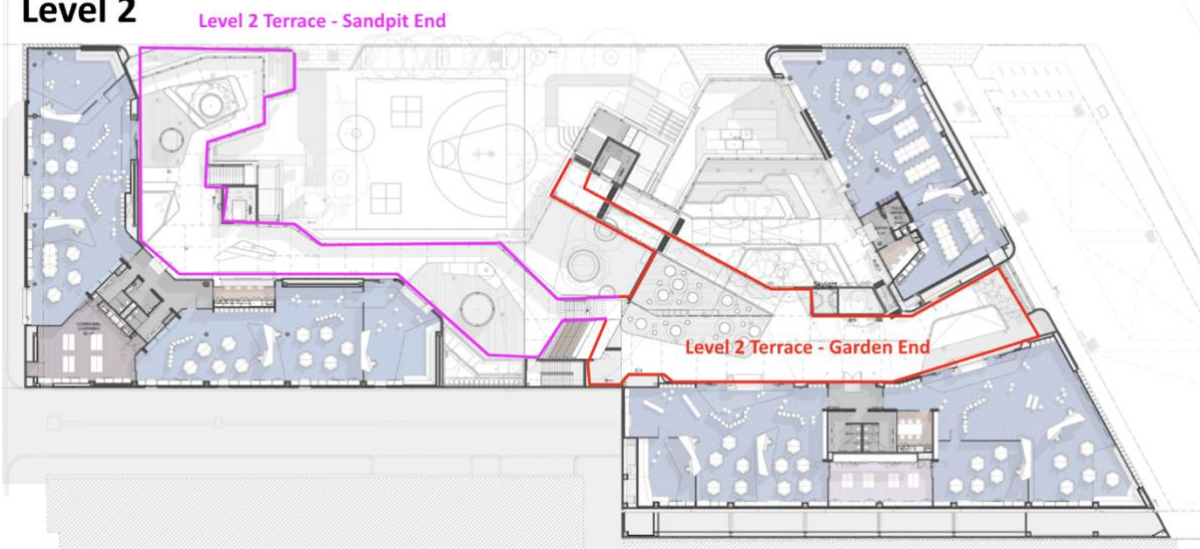
Ground Level



Level 1



Level 2





Yard duty equipment

Docklands Primary School staff at both the main campus and 'The District Campus' must:

- wear a provided safety/hi-vis vest whilst on yard duty. All staff have their own safety/hi-vis vest for which they are responsible
- carry the yard duty first aid bag at all times during supervision. All staff have their own first aid yard duty bag for which they are responsible
- be familiar with the yard duty information pack containing student health and safety information stored in the sick bay rooms at the main campus and "The District campus".

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 teacher.

During yard duty, supervising staff must:

- methodically move around the designated zone ensuring they remain on their assigned level of the school.
- 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 any relevant disciplinary measures 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
- log any incidents or near misses as appropriate on Compass.
- ensure students do not climb up on the balustrading and handrails at all times.
- ensure the Level 1 gate (west stair well) is closed and locked at 11:20am and 1:50pm if supervising the Courtyard zone
- ensure the Level 1 gate (west stair well) is opened at 11:40am and 2:10pm if supervising the Courtyard zone

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 call the Administration Office 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 Year Level Coordinator 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, and will follow the supervision requirements in the Department of Education [Excursions Policy](#).

Supervision of students moving between campuses

At certain times of the school day Docklands Primary School students will be required to move between campuses. This will apply for the following reasons:

- When students are moving between campuses for specialist classes, assemblies, lunch, recess or special events.
- When moving between campuses students will be supervised by DPS staff at all times.

Appendix 1 outlines the map and the route to be taken between school and the campus.

Digital devices and virtual classroom

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

Docklands Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in appropriate learning spaces, such as the classroom.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored through attendance at Daily Webex classes and submission of work.
- 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.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with a 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
- 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 in our school newsletter via the school portal COMPASS.

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](#)
- [School Community Work](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2023
Approved by	Principal
Next scheduled review date	April 2025 – to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter.

This policy will also be updated if significant changes are made to school grounds that require a revision of Docklands Primary School yard duty and supervision arrangements.