



Yard Duty & 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 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

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

POLICY

Before and after school

Mountain Gate Primary School's grounds are supervised by school staff from 8.45am until 3.45pm.

Student supervision prior to school is between 8.45am and 9.00

Student supervision after school is between 3.30pm and 3.45pm

Outside of these hours, school staff will not be available to supervise students. Parents will be informed of this at enrolment and via school website, school policy and newsletter items.

Parents and carers should not allow their children to attend Mountain Gate Primary School outside of these hours as it is potentially unsafe. Families are encouraged to the or contact Camp Australia school office on 9758 0531 or for further information about the before and after school care facilities available to our school community and registration with Camp Australia on **1300 105 343** www.campaustralia.com.au

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.



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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 teaching staff and integration aides at Mountain Gate Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal or Principal's nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Mountain Gate Primary School, school staff will be designated a specific yard duty area to supervise.

During yard duty, supervising staff must

- wear a (school provided) 'high vis' vest whilst on yard duty. This will be stored in their classroom.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in their classroom.
- must remain in the designated area until they are replaced by a relieving teacher
- methodically move around the designated zone
- 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 school policies and Tribes Agreements
- ensure that students who require first aid assistance receive it as soon as practicable
- report any incidents or near misses as appropriate to class teacher, Assistant Principal and First aid officer and in Sentral.
- 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.
- Report significant or persistent playground incidents in Compass
- 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 in their designated year level zones

It is recommended that teachers take their mobile phone with them on yard duty.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the yard duty coordinator and 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.



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If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/call Assistant Principal, 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 times.

A teacher should not leave their classroom unattended however in a circumstance in which the teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the classroom immediately next door and contact Admin for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

In an emergency the closest classroom teacher may need to combine both classes for short term supervision purpose.

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 and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

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.

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

Mountain Gate 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.

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

- student attendance will be monitored daily.
- 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.



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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.

Other areas requiring supervision

Students should not be left unattended/supervised in any area

Regular monitoring of 'back of oval' under trees, toilets, gates and fence lines should occur whilst on yard duty

When moving from one classroom to another eg class to art, students should be supervised

Students are expected to go in pairs during class errands and to toilets.

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 school newsletter
- Displayed on staffroom noticeboard.
- Made available in hard copy from school office upon request.

Information for parents and students on supervision before and after school is available on our school website and parent reminders are in our school newsletter.

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	October 2023
Approved by	Principal
Next scheduled review date	October 2027



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