

YARD DUTY AND SUPERVISION POLICY**Purpose**

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

Scope

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 Hamilton North 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**SUPERVISION RESPONSIBILITIES BEFORE SCHOOL****Parents and Guardians**

Parents and Guardians are responsible for the care and supervision of students

- travelling to and from school
- outside the times of school supervision before and after school.

School Staff

- Supervision is provided for students at school from 8.30 am until students enter classrooms at 8.50am. Two members of staff are rostered to be on playground duty and all students are to play in these supervised areas.
- Students are welcome in classrooms from 8.30 am if the classroom teachers are in their rooms and available for supervision of students.

SUPERVISION RESPONSIBILITIES DURING SCHOOL HOURS**School Staff**

- Staff (teachers, Principal,) will be rostered to supervise students during all recess and lunch play times every day. The school playground is divided into three areas, and each area will be monitored by one staff member.
- Students on the Program for Students with Disabilities may have an Integration Aide rostered to provide special supervision during recess and lunch play breaks when necessary.

- When required staff will be rostered for supervision of students under behavioural plans.
- Fluorescent safety vests and coats have been supplied for staff to be used whilst on duty to ensure that they are highly visible at all times.

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
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance Restorative Practices procedures and measures set out in the *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 using “Green Slips” and Clear Track.
- 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 arrange for another staff member to cover that shift or contact the 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 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 send a message to the 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 another staff member for assistance 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.

ARRANGING FOR STUDENT COLLECTION FROM SCHOOL

Parents and Guardians – during school hours

- Parents/Guardians collecting students during school hours must sign the student out in the book provided at the administration office.
- Students returned to school during school hours must be signed in at the administration office before returning to class.

Parents and Guardians – after school

- Parents/ guardians are responsible for collecting their children from school.
- It is expected that parents/guardians clearly communicate to their children any changed arrangements for after school pick up or bus travel.
- Parents/guardians are able to contact the administration office to inform the school of any changed arrangements for after school pickup.
- Parents/Guardians should inform the school of authorised relatives or friends collecting their child from school.

School Staff

- School staff will allow students to be collected by their parents (subject to any court order restrictions) or by a person authorised by the parents to pick up their child.
- If the authorised person collecting the student is not known to the school, verification of identity is to be established through the Principal or administration office.
- The administration office, once contacted by the parent/guardian and informed of changed pick up/travel arrangements, will communicate this directly to the child and the child's classroom teacher. See attached proforma.
- Staff will be rostered to supervise students at exit gates and buses every day. The school will monitor Andrew's Street gate and West Boundary Road gate.
- Staff will be rostered to monitor (check off students on Bus Roll) students boarding the Town Bus, Interchange Bus and Country Bus every day.

Students Who Remain After School Hours

- Students who are normally collected from school, but are still at school beyond the normal collection time will be asked to accompany the duty teacher to the administration office.
- The duty teacher in charge or Administration staff member will then phone the parents. If unable to contact the parents, the staff member is to use the emergency contacts identified in the student records, then any known contacts to establish and confirm an arranged time for the child to be collected from school by 4.00pm.
- The student/s should remain in the school foyer under the supervision of the duty teacher until the child is picked up from school by 4.00pm.
- In circumstances where the duty teacher has a professional meeting or professional development commitment, they may negotiate to hand the responsibility to the Principal (or in the Principal's absence, the Principal's delegate on the day).
- In an extreme case where all reasonable attempts to locate the responsible adults (parents, listed emergency contacts and known friends) fail and it is well beyond the acceptable collection time, the Principal should consider contacting the Police or the Department of Human Services to arrange care and protection and follow up by registering the situation with DET Emergency Services (Telephone: 1800 126 126).

Further Information and Resources



The Department’s Policy and Advisory Library:

- [Supervision of Students](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

Change to travel arrangements — Day _____ Date _____

Name: _____ Grade: _____

Message from: _____

 <input type="checkbox"/> Go on bus to:	<input type="checkbox"/> Wait at school to be picked up by:
 <input type="checkbox"/> Go home with:	<input type="checkbox"/> Other arrangements:

Staff signature: _____

Office Use Only			
Previous Review Date	2017		
Current Review Date	August 2020	Ratified by School Council	Not required
Scheduled Review Date	August 2021		