



Help for non-English speakers

If you need help to understand the information in this policy please contact Kellie Hatherell.

PURPOSE

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

SCOPE

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.

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 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.

Before and after school

Hamilton North Primary School's grounds are supervised by school staff from 8:30am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

- 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.
- 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.

Parents and carers will be advised through a notification on our school website and regular reminders on Sentral that they should not allow their children to attend Hamilton North Primary School outside of these hours. Families will be encouraged to contact Kellie Hatherell on (03) 55712433 for more information about the before and after school care facilities available to our 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:

- 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).

Yard duty

All staff at Hamilton North Primary School are expected to assist with yard duty supervision and will be included on the termly roster.

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

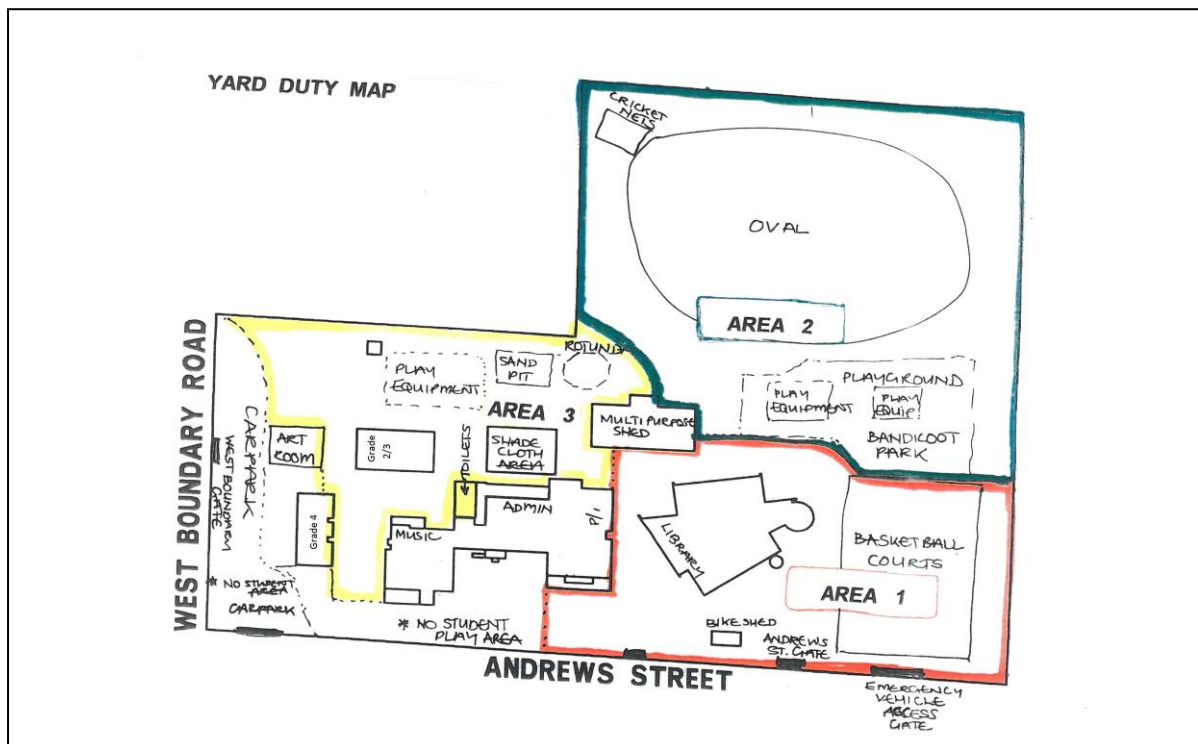
Yard duty zones

The designated yard duty areas for our school as at Term 2, 2024 are:

| Zone | Area |
|-------------|-----------------------------------|
| Zone 1 | Basketball Courts & BER surrounds |
| Zone 2 | Oval and Playgrounds |

Zone 3

Junior Hub and shade cloth area



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.
- carry the yard duty first aid bag during supervision. The yard duty first aid bags will be stored in the staffroom for Area 3 and BER for Area 1/2.
- Yard duty folder containing BSP's, Restorative Practice scripts and SWPBS "Expectations & Behaviour Matrix"

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 staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have signed in (excluding drop off and collection periods)
- 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 the school's Student 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 Sentral or Edusafe as required.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving 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 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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office or staffroom and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

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 a neighbouring classroom or the administration office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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

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

Hamilton North 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 the common space of the BER.

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.

Arranging for student collection from school

Parents and Guardians – during school hours

- Parents/Guardians collecting students during school hours must sign the student out on the iPad 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.

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
- Made available in hard copy from our school administration upon request

Information for parents and students on supervision before and after school is available on our school website.

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 | 21 st May 2024 |
| Approved by | Principal |
| Next scheduled review date | May 2026 |

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

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: _____