

POLICY TITLE: Yard Duty and Supervision

DATE DEVELOPED: March 2024

REVIEW DATE: March 2026

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement
with the World

Academic Excellence

Inclusive Learning
Environment

Personal and Social
Wellbeing

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Essendon 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

Essendon 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.

Before and after school, school staff will be available from 8:30am to 8:45am and from 3:15pm to 3:30pm to supervise the entry and exit points and the school grounds (excluding the school oval).

Parents and carers should not allow their children to attend Essendon North Primary School outside of these hours. Families are encouraged to contact TeamKids on 1300 035 000 or refer to <https://teamkids.com.au> 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 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 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.

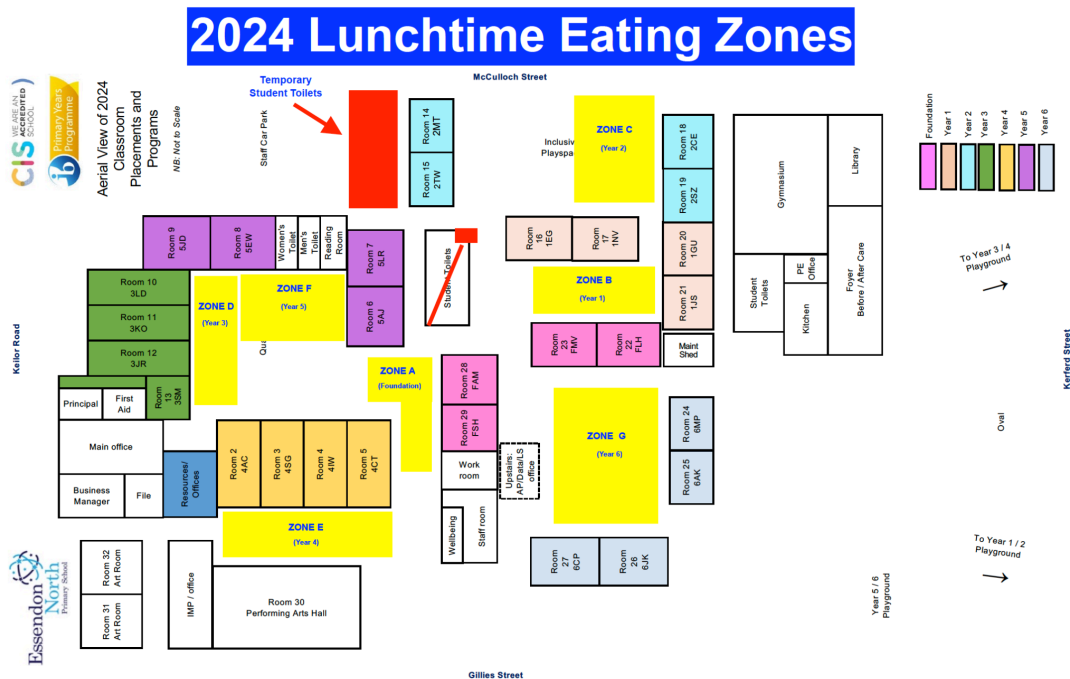
School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

All staff at Essendon North Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

The designated lunch eating zones for our school (as at Term 1 2024) are:



The designated yard duty areas for our school (as at Term 1 2024) are:



Teachers must:

- wear a provided yellow coloured safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in each classroom with the allocated staff members. Additional safety vests are available in the staffroom and first aid office for Casual Relief Teachers (CRTs).
- carry a portable yard duty First Aid bag at all times during supervision. The yard duty first aid bag will be stored in each classroom with the allocated staff members. Additional yard duty first aid bags are available in the staffroom and first aid office for Casual Relief Teachers (CRTs).
- carry their mobile phone to contact the ENPS Front Office on 9379 3979 (press 1 to skip the recording), in the event of an emergency or if additional support is required in a Yard Duty Zone.
- be familiar with the yard duty information pack containing student health and safety information stored in the Staff Room and First Aid Office. Student Snapshots are available to ensure staff are aware of student needs.

Educational support staff must:

- wear a provided orange coloured safety/hi-vis vest whilst on yard duty.

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 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 a visitor pass and have signed in (excluding drop off and collection periods)
- ensure students remain in their designated year level zones, particularly when engaging in team sports
- 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 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 in Compass within 24 hours of the incident occurring.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into two consecutive time periods), 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 Assistant Principal responsible for yard duty 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 a member of the Executive Team 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 contact the school's office using their mobile phone and not leave the designated area until a replacement 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 student requests to leave the supervision of the classroom to visit the amenities, such as the drink fountains or bathrooms, students must be accompanied by a peer. Staff are encouraged to contact the Student Engagement and Wellbeing Coordinator, Assistant Principal, Principal or School Office Team if a student is not in the classroom for an unexplained reason.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their team teacher for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom to supervise the class prior to leaving.

School activities, camps and excursions

The Principal and Executive 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 and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Essendon North Primary School will also ensure appropriate supervision of students participating in online learning environments while on school site. In these cases, students will be supervised in the school office, break out learning space or classroom office area.

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

- student attendance will be monitored through Compass
- 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 disabilities or other additional needs. In these cases, the Principal or Executive Team 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 students 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 of Education and Training.

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
- Included as a reference in our school newsletter each term
- 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.

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](#)

HELP FOR NON-ENGLISH SPEAKERS



If you need help to understand the information in this policy please contact Essendon North Primary School on (03) 9379 3979.

POLICY REVIEW AND APPROVAL

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| Policy Last Reviewed | March 2024 |
| Approved By | Kate Barletta |
| Next Scheduled Review Date | March 2026 |

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