

Hamlyn Views School

Yard Duty and Supervision Policy, including Extreme Weather

PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities. Schools have a "Duty of Care" in relation to the students at school. This includes protection during times when students would normally be outside. Appropriate, well-organised and responsive supervision of students during class time and rostered breaks such as lunchtime, is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

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 Hamlyn Views 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

Before and after school

Hamlyn Views School's grounds are supervised by school staff from 8:50am until 3:10pm. Outside of these hours, school staff will not be available to supervise students. [Note: The schools regularly informs parents/carers of the precise times during which the school's grounds will be monitored e.g. In the school newsletter].

Parents and carers should not allow their children to attend Hamlyn Views School, outside of these hours.

The school grounds are supervised before school from 8:50am in the Central Plaza during terms 1 & 4, and the Gym terms 2 & 3. From 9:00am designated class staff collect students from the Bus Bay and Central Plaza/Gym and escort them to their classrooms.

After school, at 3:00pm, designated class staff either escort students to the Bus Bay or remain with them until collected from the Central Plaza or Gym, until 3:10pm. If students are not picked-up by this time, they will be taken to school reception area to await collection.

Parents/carers are requested to ensure that students do not arrive early or stay late after school.

Hamlyn Views School has in place a number of internal policies and procedures in place to respond to specific circumstances and potential risks in schools, including:

- i. First Aid
- ii. Camps and excursions
- iii. Student private property

You are encouraged to speak to the Principal, if you have any concerns about potential risks at our school, or our 'Duty of Care' obligations.

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

If a student arrives at school before supervision commences at the beginning of the day, the principal or Teacher with 'Duty of Care', as soon as practicable, will 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 Teacher with Duty of Care will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- 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.

Yard duty

All staff at Hamlyn Views School are expected to assist with yard duty supervision and will be included in a weekly roster, with the exception of office staff and principal class personnel. They will be available as emergency cover when required.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis.

At Hamlyn Views School, school staff will be designated a specific yard duty zone to supervise. A minimum of two Teachers and two Education Support Staff will be rostered on duty in the play area.

- All school staff are expected to arrive at their assigned duty location **on time**.
- School staff will be rostered for duty supervision before school, for meal assistance, structured play and outside lunch play.
- Designated roles may be assigned such as gate monitor, 1-1 student supervision or carrying a first aid bag.
- School staff will also be appointed for daily before and after school bus duty following the 'Bus Arrival and Departure Process'
- The side school gate next to Building K will be unlocked/locked by the nominated gate monitor before and after school (Terms 1 & 4)
- The school door next the Gym will be unlocked/locked by the Administrative Assistant before and after school (Terms 2 & 3).

- 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 any relevant disciplinary measures set out in the *Student Engagement and Wellbeing* policy
- Ensure students who require first aid assistance receive it as soon as practicable
- Log any incidents or near misses as appropriate on a CASES 21 Form, COMPASS and/or eduSafe.
- Carry a mobile phone or handset located in the staff work room
- Ensure at least one member of staff in the zone has a personal mobile phone for use in the event of an emergency.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Daily Organiser or their delegate 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 their allocated time, they should contact the Daily Organiser but should not leave the designated area until a relieving staff member has arrived in the designated zone

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 time.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Assistant Principal or Teacher with 'Duty of Care' 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 school leaders 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 events, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

Extreme weather

- As part of the usual yard duty roster, staff will activate an extreme weather timetable when conditions outside are considered to be unsuitable
- Extreme weather is generally defined as; *extreme heat, rain, lightning, wind or any other condition that is considered to be unsuitable.*
- Where extreme weather is obvious prior to students being dismissed for an outside break, agreement will be made by the Principal or Teacher with 'Duty of Care' to follow extreme weather arrangements until further notice. In such cases, rostered duty staff will supervise in their teaching pairs indoors in their classrooms.
- An announcement invoking extreme weather arrangements will be made via the PA to the whole school by the Principal or their delegate as early as possible to support supervision arrangements.
- Students will be expected to play safely indoors at all times and undertake appropriate games and passive activities.

HVS has zero tolerance for any form of child abuse

- In the case of an extreme weather event occurring during an outside break, a yard duty teacher will make the decision to activate an extreme weather timetable and the office notified to inform the whole school.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy will be reviewed as part of the school's four-yearly review cycle. It will also be updated if significant changes are made to school grounds requiring a revision.

This policy was last reviewed and updated in February, 2020.
Date for next Review: 2024