

Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Hamlyn Views School on (03)52155700

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

This policy applies to all teaching and non-teaching staff at Hamlyn Views 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

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. Parents and

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carers will be advised through the school newsletter, Seesaw and Compass of the precise times during which the school's grounds will be monitored.

Parents and carers will be advised through the school newsletter, Parent Handbook, Seesaw and Compass that they 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 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

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- place the student in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

The school facilities officer will lock the school gates at 9:25am and unlock them at 2:40pm daily.

Their Care- Before and After School Care Program

At 9am students attending before school care are brought to the middle years playground and supervised by staff on yard duty. They are then collected by their classroom staff and walked to their classroom.

Prior to the end of the day a list of students attending after school care is published on Compass by the attendance officer to all staff. At the end of the day a staff member from the student's class escorts the student to Their Care after school program.

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, Inclusion Outreach Coach and principal class personnel, who 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, and where possible more staff will be allocated. These staff members will be assigned to supervise a specific area of the playground to ensure that all areas including hot spots are supervised accordingly.

- 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'

Yard duty equipment

School staff must:

- Wear a personal high visibility vest and green Hamlyn Views school hat, as per the Hamlyn Views School Sun Smart Policy, so they are visible to students during yard duty. (These items are supplied by the school).
- Ensure that the First Aid backpack is being carried by one staff member during supervision. The yard duty first aid bag will be stored in the staff workroom.
- Ensure at least one member of staff in the zone has a personal mobile phone for use in the event of an emergency,

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 staff are required to:

- Maintain active supervision, which means that staff ensure they are mobile and spread out across the yard to cover all of the area.
- Methodically move around the designated zone ensuring active supervision of all students ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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
- Be alert and vigilant
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- Engage in meaningful play and support students to play and socialise with one another
- Be alert and vigilant
- 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 on a CASES 21 Form, COMPASS and/or eduSafe.

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- Ensure that any students who must have emergency medication with them (held onto and supervised by a teacher on duty), do so
- Staff who are rostered for yard duty must remain in the designated zone until all students are collected by their class staff. They should coordinate amongst the group to ensure that all students have been collected, and none remain in the playground.

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 Helpline or Daily Organiser 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 Helpline or Daily Organiser but should not leave the designated area until a relieving staff member has arrived in the designated zone

If the relieving staff member does not arrive for yard duty, the staff member currently on duty

should call Helpline or Assistant principal and not leave the designated area until a relieving staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

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.
- 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 is notified to inform the whole school.



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

Digital devices and virtual classroom

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

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with 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.

Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

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In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

Supervision of Inside Programs

Weather dependent the school may offer some inside supervision programs. This will be staff with trained medical staff for students with complex health needs. Classroom based ES staff will not be responsible for more than 4 students per 1 Classroom based ES staff member.

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 on our school website
- 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 and parent reminders during the year via the newsletter or Compass.

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](#)
- [Work Experience](#)
- [Supervision](#)
- [HVS Duty of Care Policy](#)
- [HVS Accident and Incident Reporting Policy](#)
- [HVS First Aid Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2024
Consulted with	Staff – February 2024
Approved by	Suzanne Armstrong, Principal – 5 th February 2024
Next scheduled review date	February 2026

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