



# Falls Creek Primary School

## Yard Duty and Supervision Policy

### Purpose

The purpose of this policy is to ensure that our school staff and community understand the supervision responsibilities and arrangements at Falls Creek Primary School.

Information for parents and students is included as **Appendix A**.

### 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 Falls Creek 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

#### *Before and after school*

Falls Creek Primary School will provide staff supervision for students arriving before school between 8:45am and 9:00am. The school will provide staff supervision for students for 15 minutes after the scheduled school finishing time. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Falls Creek Primary School outside of these hours.

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, and
- 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
- 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 supervision*

All teaching staff at Falls Creek Primary School are expected to assist with yard duty supervision and will be included in the roster.

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

Yard supervision will include before school, recess and lunch breaks, and after school.

Teachers on yard duty are to remain in the designated area until the end of the break period or until replaced by the relieving teacher.

During yard duty, supervising staff must:

- methodically move around the yard
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce the school's behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in Falls Creek Primary School's *Student Wellbeing and Engagement Policy*
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in a Yard Duty Book
- if being relieved of their yard duty shift by another staff member, 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 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 Principal 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 supervision*

The classroom teacher is responsible for the supervision of all students in their care during class. It is not appropriate to leave students in the care of ancillary staff, parents, pre-service teachers or external education providers, e.g. incursions (at law, the duty of care cannot be delegated).

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Principal or the teacher in the adjoining learning space. If appropriate, send another student for assistance. The teacher should wait until alternate supervision is in place prior to leaving the room.

Care needs to be taken in allowing students to leave the room to work in other areas of the school, such as the computer area. Use of students as monitors outside the room during class time must only occur with the approval of the Principal.

Discretion is to be used when allowing students to visit the toilet.

## *School activities, camps and excursions*

An in-school visit with an external provider does not absolve supervision duties of the teacher. A teacher must be present at all times and remain the person designated with duty of care responsibilities.

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.

## Further information and resources

- the Department's Policy and Advisory Library:
  - [Supervision of Students](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

School policies (available on the [school website](#)) which are connected with this policy are:

- Student Wellbeing and Engagement Policy
- Acceptable Use for Digital Technology Policy
- Duty of Care Policy
- Bullying Prevention Policy
- Excursion and Camps Policy
- Child Safety Policy
- Incursions and External Providers Policy
- Volunteers Policy
- Visitors in School Policy
- Working with Children Check Policy and Procedures
- Child Protection Reporting Policy

## Review

This policy was last updated in May 2021 and is scheduled for review in May 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Falls Creek Primary School's Yard Duty and Supervision Policy.

## Appendix A

# Supervision and Yard Duty Information for Parents and Students

Falls Creek Primary School understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch 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.

All teaching staff participate in Falls Creek Primary School's yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

School staff are rostered on for yard duty before school, during recess, lunch and after school. School grounds are supervised before school, between 8:45am and 9:00am. The school will provide staff supervision for students for 15 minutes after the scheduled school finishing time. Students on school grounds outside these times will **not** be supervised (unless they are attending a supervised extracurricular activity).

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending a pre-arranged supervised activity (i.e. sports practice).

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

- Student Wellbeing and Engagement Policy
- Acceptable Use for Digital Technology Policy
- Duty of Care Policy
- Bullying Prevention Policy
- Excursion and Camps Policy
- Child Safety Policy
- Incursions and External Providers Policy
- Volunteers Policy
- Visitors in School Policy
- Working with Children Check Policy and Procedures
- Child Protection Reporting Policy

School staff, parents and students are encouraged to speak to our Principal, Helen Whittaker, if you have any concerns about potential risks at our school, or our duty of care obligations.