



Glengarry Primary School

YARD DUTY AND SUPERVISION POLICY

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PURPOSE

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

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 Glengarry 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

Glengarry Primary School's grounds are supervised by school staff from 8.45am to 3.45pm. School staff are rostered on for yard duty before school, recess, lunch and after school. School grounds are supervised before school at 8.45 – 8.50am in the asphalted areas from the front of the school to the basketball court. At 8.50am students are expected to move indoors into their classrooms and are supervised by their classroom teacher in classrooms. Students on school grounds outside of their times will not be supervised. Parents and Carers are requested to ensure that students do not arrive early or stay late after school.

After school, the entrance at the front and side of the school will be supervised from 3.30pm to 3.45pm. Students on school grounds outside these times will not be supervised.

Parents and carers should not allow their children to attend Glengarry Primary School outside of these hours. Families are encouraged to contact our Business Manager on 5192 4292 for more information about the before and after school care facilities available to our school community.



Glengarry Primary School

YARD DUTY AND SUPERVISION POLICY

Below are the procedures the school will take to manage a student who is still at school beyond normal collection time.

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
- attempt to contact other know 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 duty

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

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

The designated yard duty areas for our school

Area	Description
Area 1	Front of School
Area 2	Back of school
Oval	Recreation Oval



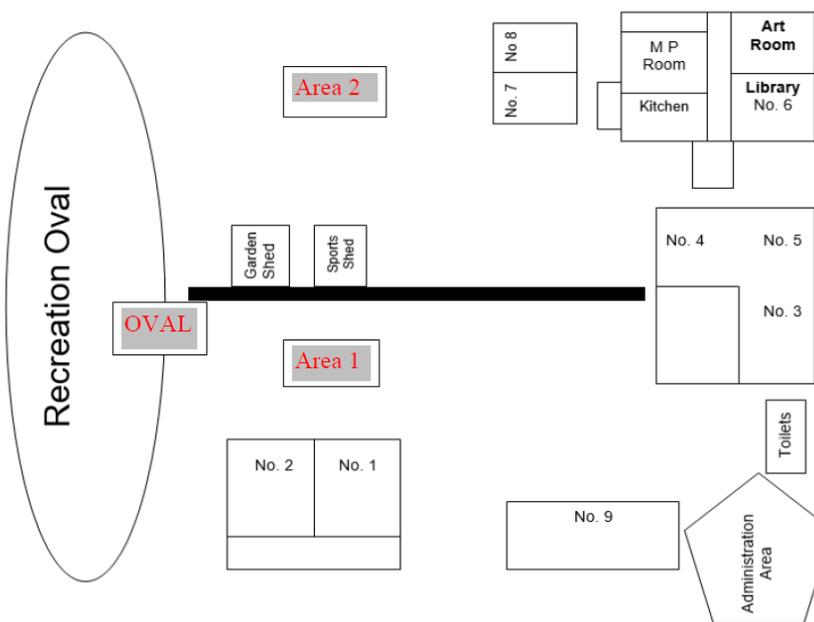
Glengarry Primary School

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GLENGARRY PRIMARY SCHOOL

YARD DUTY AREAS



YARD DUTY NOTES

Staff on yard duty need to be on yard duty promptly.

Staff need to stay on yard duty in their area until they are relieved. If no one has come, please send a student to the office / staffroom so relief can be sorted.

Please ensure you have a Hi Vis vest and the Yard Duty folder.

Our SunSmart policy states hats need to be worn from September to April.

Wet Day Timetable – staff on duty are to make the call if it is a wet day timetable. Staff on 2nd half duty, can make the call for the 2nd half of playtime.

Active supervision = MOVE, SCAN & INTERACT.

Move around your area.

Scan the playground for students following our expected behaviours and those who are not.

Interact and talk with students, build relationships, model positive behaviours, acknowledge students doing the right thing.

School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry a walkie talkie to communicate with colleagues if needed, as well as the yard duty folder for their area. Safety/hi-vis vests and walkie talkie's will be stored in the staffroom.

Staff who are rostered for yard duty must move, scan and interact within the designated area until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- 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 our behaviour management procedures
- ensure that students who require first aid assistance receive it as soon as practicable



Glengarry Primary School

YARD DUTY AND SUPERVISION POLICY

- log any incidents or near misses as appropriate in the yard duty folder or on Compass
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), 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 or Acting 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 or Acting 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 reliable student to alert the office 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

The classroom teacher is responsible for the supervision of all students in their care during class, this includes before school from 8.50am – 9am.

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 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

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



Glengarry Primary School

YARD DUTY AND SUPERVISION POLICY

Evaluation

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

This policy will be reviewed as part of the School's four year review cycle. This policy will also be updated if significant changes are made to school grounds that require a revision of Glengarry Primary School's Yard Duty and Supervision Policy.