



YARD DUTY AND SUPERVISION POLICY

(Ratified in March 2021 by School Council)

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 Glen Waverley 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.

GUIDELINES

Before and after school

Glen Waverley Primary School grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Parents are welcome before and after school however they will be required to supervise their children in the playground.

Parents and carers should not allow their children to attend Glen Waverley Primary School outside of these hours unsupervised. Families are encouraged to contact Camp Australia on 1300 105 343 or refer to www.campastralia.com.au for more information about the before and after school care.

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 student is escorted to the office where 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.



Glen Waverley Primary School

Established 1960

774 High Street Road
Glen Waverley, VIC 3150

Tel: (03) 9802 9938 Fax: (03) 9886 1590 Email: glen.waverley.ps@education.vic.gov.au



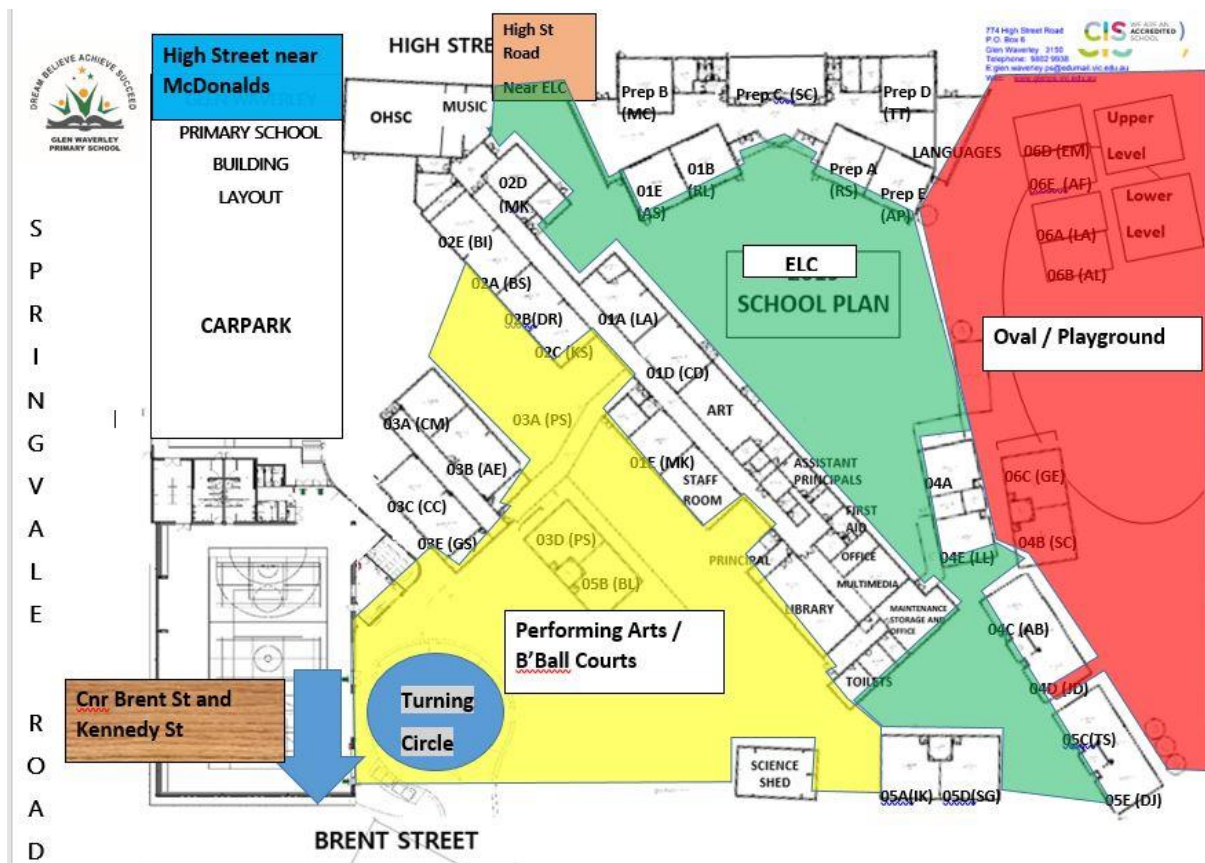
Yard duty

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

The Assistant Principal – School Operations is responsible for preparing and communicating the yard duty roster on a daily basis communicated through the Daily Bulletin. School staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are:

Areas
High Street Road Near McDonalds - before and after school
High Street Road Near ELC - before and after school
Cnr Brent St and Kennedy St - before and after school
Mt View Hotel Carpark – before and after school
Turning Circle - before and after school
Oval / Playground - Recess and Lunch
ELC – before and after school, recess and lunch
Performing Arts / Basketball Courts – before and after school, recess and lunch





School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry a first aid bum bag. Safety/hi-vis vests and first aid bags are located in storeroom opposite the staffroom, adjacent to the ladies toilets.

Staff who are rostered for yard duty must remain in 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 any relevant disciplinary measures set out in the GWPS *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 GradXpert
- when 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 Assistant Principal, School Operations 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 Assistant Principal, School Operations and 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 office or call the Assistant 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

The classroom teacher is responsible for the supervision of all students in their care during instruction hours.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the office or an Assistant Principal for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.



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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

- [Duty of Care](#)
- [Child Safe Policy](#)
- [Student Engagement and Wellbeing policy](#)

REVIEW CYCLE

This policy was last updated on March 2021 and is scheduled for review on **March 2023**. This policy will also be updated if significant changes are made to school grounds that require a revision of Yard Duty and Supervision Policy.