



CLIFTON HILL PRIMARY SCHOOL YARD DUTY AND SUPERVISION POLICY 2022



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 94898333.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Clifton Hill Primary 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

Clifton Hill Primary School's grounds are supervised by school staff from 8:45am until 9:00am and 3:30pm-3:40pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through Compass and the newsletter that they should not allow their children to attend Clifton Hill Primary School outside of these hours. Families will be encouraged to contact TheirCare on 1300072410 or refer to <https://theircare.com.au/> for more information about the before and after school care facilities available to our school community.



If a student arrives at school before supervision commences at the beginning of the day, the child will be asked to sit at the school office. If this is a regular occurrence, the principal or nominee staff member 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 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 and the parent consents)
- 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 Clifton Hill Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

The designated yard duty areas for our school are shown in the table below. The cross-over zones for the main building yards are shown in the image below.

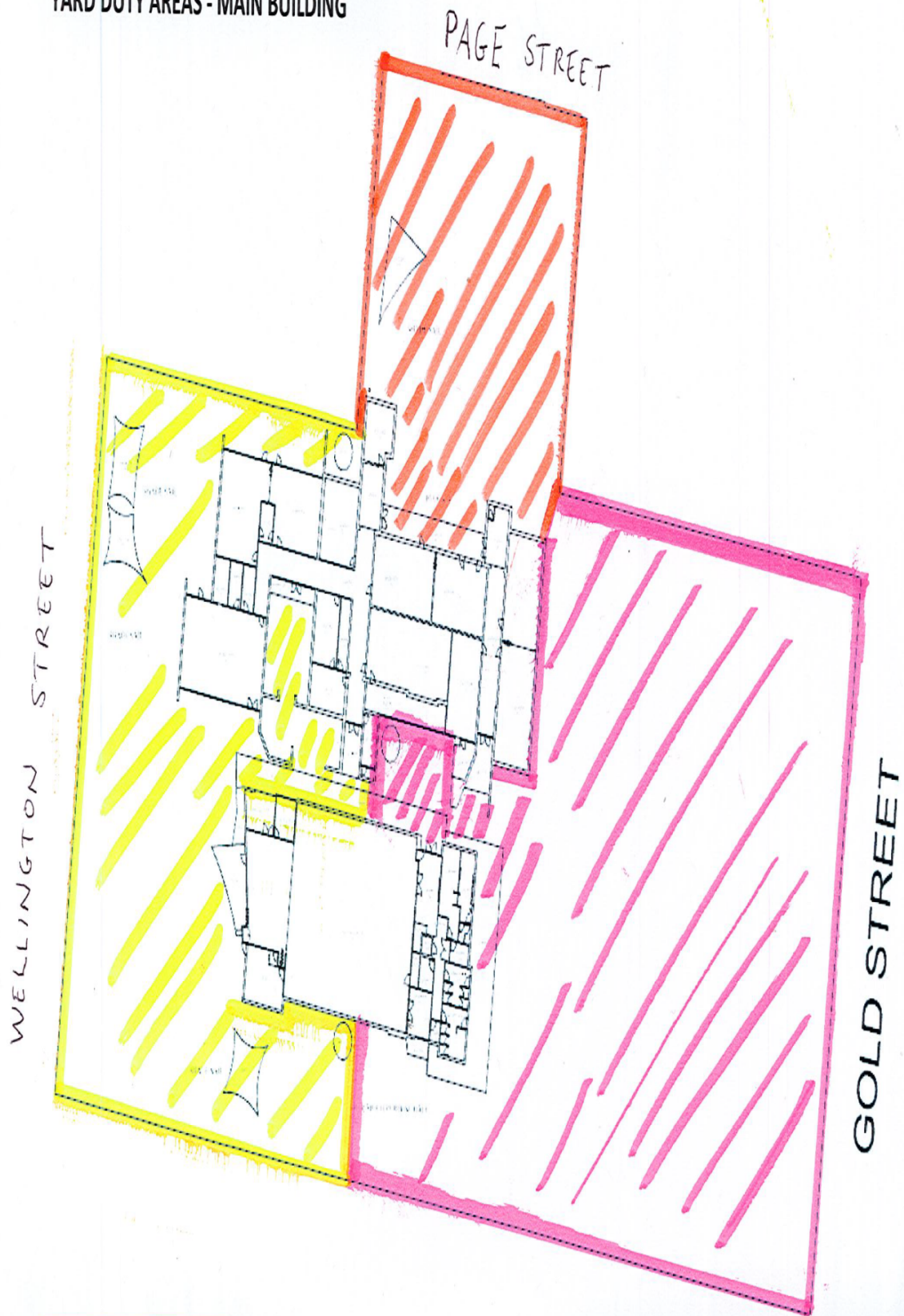
| Zone | |
|-------------------|---------------|
| Page Street | Gold Street |
| Wellington Street | Organ Factory |



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|------------------------|--|
| Park (Darling Gardens) | |
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YARD DUTY AREAS - MAIN BUILDING





Yard duty equipment

- wear a provided safety/hi-vis vest whilst on yard duty. Spare safety/hi-vis vests will be stored in the staffroom
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staffroom
- if on park duty, collect the park first aid bag from the office. This bag contains general EpiPens and asthma kits.

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 teacher or until the second bell rings.

During yard duty, supervising staff must:

- methodically move around the designated zone ensuring active supervision of students
- 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)
- 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 school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass and alert the appropriate classroom teacher/specialist of the incident

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 yard duty coordinator or an Assistant 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 an Assistant Principal, but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should call the office or an 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 class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a neighbouring classroom teacher or 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.

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, and will follow the supervision requirements in the Department of Education and Training Excursions Policy.

DIGITAL DEVICES AND VIRTUAL CLASSROOM

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



Clifton Hill Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on the school site. In these cases, students will be supervised in a common area.

During wet day timetables, students will not be allowed to access their devices.

STUDENTS REQUIRING ADDITIONAL SUPERVISION SUPPORT

Sometimes students will require additional supervision, such as students with disability or other 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.

SUPERVISION OF STUDENT IN EMERGENCY OPERATING ENVIRONMENTS

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

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

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](#)



POLICY REVIEW AND APPROVAL

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|----------------------------|-----------|
| Policy last reviewed | July 2022 |
| Approved by | Principal |
| Next scheduled review date | July 2024 |

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