

# Yarra Junction Primary School

School Number: 3216



## YARD DUTY AND SUPERVISION POLICY

Principal: Lisa Rankin

School Council President: Jason Rush

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[Mandatory minimum requirement 2 years]	

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

**Yarra Junction Primary School's vision:** to develop each child's social, emotional and academic growth by promoting our students to be creative, curious and critical thinkers within an engaging and connected learning environment.

**Vision Statement:** We care, We inspire, We Achieve

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## YARD DUTY AND SUPERVISION POLICY

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Yarra Junction 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

Yarra Junction Primary School's 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.

Before and after school, at least one staff member will greet students and farewell students at the main school entrance gate and one other staff member will roam the yard.

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.

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- Inform parents of after school service provider CIRE 0438672886

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 Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

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

A staff member with the allocated responsibility of Yard Duty coordinator is responsible for preparing and communicating the yard duty roster on a regular basis. At Yarra Junction Primary School, [school staff will be designated a specific yard duty area to supervise.

### **Yard duty zones**

<b>Zone</b>	<b>Area</b>
Zone 1 : TOP AREA:	Oval, Netball Court, Climbing wall, area between stadium and oval
Zone 2: MIDDLE AREA	Stadium, Stadium Toilets, Middle Playground
Zone 3 : LOWER AREA #1:	Junior G, Performing Arts area, Sandpit and Rotunda
Zone 4: LOWER AREA #2:	Dome Playground, Asphalt area along the classrooms and outside of art room
DETENTION <u>or</u> FIRST AID:	Supervise students outside the first aid room in detention. Support students with First Aid where required.
1:1 - Teacher : Student Supervision	Where required for students on Program for students with disabilities

### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Each staff member is allocated a named safety vest at the commencement of school year (or at staff induction if after day one of school year)
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staffroom.
- Carry their own yard duty folder which is allocated at the commencement of the school year (or at staff member induction if after day one of school year)
- Staff can choose to carry their personal mobile phone for communication if desired.

Yard duty equipment must be returned after the period of supervision.

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## **Yard duty responsibilities**

Staff who are rostered for yard duty must remain in the designated area for the whole duty.

During yard duty, supervising school staff must:

- Actively teach social skills where applicable. Eg: turn taking, supporting establishment of rules for a game, teaching a new game etc.
- methodically move around the designated zone ensuring active supervision of all 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 signed in at the office. (excluding drop off and collection periods)
- where safe to do so, approach any unknown person who is observed to be lingering along the school fence line. Ask persons name. Report unknown person to the Principal.
- 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 and wellbeing policy.
- ensure that students who require first aid assistance receive it as soon as practicable. Band-Aids are within yard duty bag and First Aid officer on duty each break.
- log any incidents or near misses as appropriate on compass, with notification to Wellbeing and Disability Coordinator, classroom teacher and Principal.
- Communicate to Detention teacher the reason for the removal of student from the yard by completing Yard Withdrawal form (within yard duty folder)

If the supervising staff member is unable to conduct yard duty at the designated time, they should make a swap with another staff member and advise the Yard duty coordinator and write the swap on the weekly agenda within the staffroom.

If the supervising staff member is unable to conduct yard duty at the designated time due to illness or short-term notice due to unknown events (morning of) then either the yard duty coordinator or Principal will make adjustments to the yard duty timetable.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office but should not leave the designated area until the relieving staff member has arrived in the designated area.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during break times.

## Classroom

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

If a student leaves the classroom without permission, the classroom teacher is to contact the Wellbeing and Disability Coordinator or Principal using classroom telephone or personal mobile (if preferred). The student will receive consequence as per the Student Wellbeing and Engagement Policy.

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If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact an Education Support Staff (if an ES staff member is within or near to classroom.) If the staff member is only leaving for a short time, ES staff member can supervise students. For longer periods of time the classroom teacher is to call the Wellbeing and Disability Coordinator or Principal and await their arrival before leaving the classroom

### 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 activity. Appropriate supervision will be planned for 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](#). Risk assessments will be presented for approval at School Council.

### Digital devices and virtual classroom

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

Some students at Yarra Junction are selected for the Department of Education's High Ability Program which is conducted virtually while the student remains on-site at our school. Yarra Junction Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site.

### 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

### 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.

### Other areas requiring supervision

At Yarra Junction Primary school students will be supervised:

- by the classroom/specialist teacher as they transition between specialist/classroom learning environments.
- By teachers and Education Support staff within break time clubs. Including: Library, Dance Club, Lego Club, Art Club etc.

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At Yarra Junction Primary School, it is at the classroom/specialist teacher's discretion if students are to access the toilet by themselves or with a partner. (Teachers to make reasonable judgements per individual)

## 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 on our staff Policy folder on the google drive.
- 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 are sent at the beginning of each term in our school newsletter.

## 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
  - School Based Apprenticeships and Traineeships
  - School Community Work
  - Structured Workplace Learning
  - Supervision of Students
  - Visitors in Schools
  - Work Experience

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# RED BRAIN BEHAVIOUR IN THE SCHOOL YARD – WITHDRAWAL DOCUMENT



<b>RED BRAIN BEHAVIOUR</b>	<b>STEP 1 Warning</b>	<b>STEP2 Walk with Duty Teacher (10 min)</b>	<b>STEP 3 Responsibility Letter written and sent to parent Chronicle Entry</b>
<b>Defiant - refusing a teacher</b> Respond with: "Are you refusing to do what I am asking? Each refusal down a step.		*	* remainder of recess/lunch
<b>Swearing</b>			* remainder of recess/lunch
<b>Offensive gesture</b>		*	* remainder of recess/lunch
<b>Throwing rocks/sticks/ ball (no brandy)</b>		*	* remainder of recess/lunch
<b>Tackling in a game of football</b>			* remainder of recess/lunch
<b>Riding bike /scooter in school grounds</b> (exception to Wheelie Wednesday on netball court and bike area)	*	*	* remainder of recess/lunch
<b>Vandalism or damaging school/another students personal property</b>			* remainder of recess/lunch
<b>Pushing (includes pushing into or past another)</b>		*	* remainder of recess/lunch
<b>Pushing/Tackling/Hitting a teacher</b>	Sent to Principal – suspension /expulsion (Principals discretion)		
<b>Making rude / inappropriate comments to / towards another student, teacher or parent helper.</b>		*	* remainder of recess/lunch
<b>Leaving the school grounds without permission</b>	Sent to Principal - (suspension)		
<b>Being a bystander to an incident and not reporting to a teacher</b>			* remainder of recess/lunch
<b>Fighting</b> (punching/kicking)	Sent to Principal (suspension)		

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