

Park Ridge Primary School Yard Duty and Supervision of Students Policy September 2024

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Park Ridge 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.

Before and after school

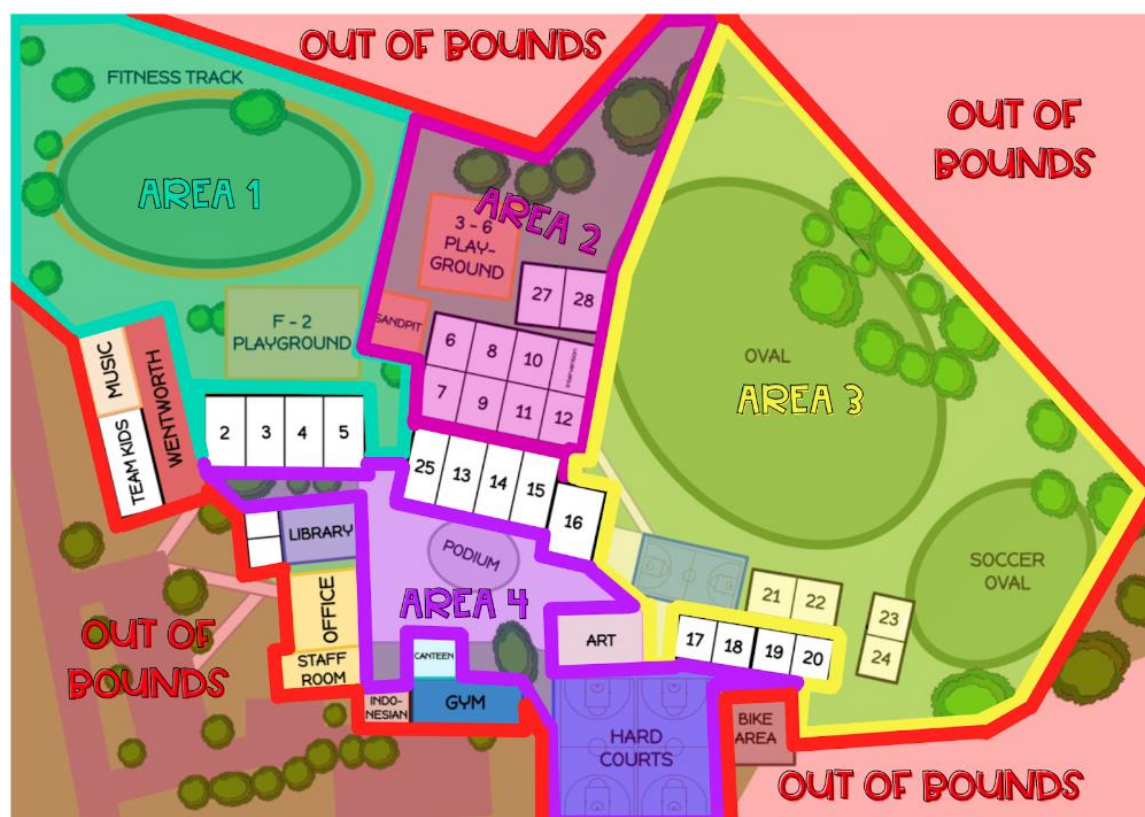
- Park Ridge Primary School's grounds are supervised by school staff from 8:30am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.
- Teachers rostered for the before and after school yard duty sessions are required to undertake an inspection of the playground and report any concerns to the Assistant Principal - Wellbeing for further action. Inspections must ensure that:
 - Areas are free of glass
 - Play equipment is in a safe order
 - Sand pits are free of obstructions
 - Offensive items are identified for removal.
- The school will inform parents/carers of the precise times during which the school's grounds will be monitored via the school newsletter and via parent enrolment information.
- Parents and carers should not allow their children to attend Park Ridge Primary School outside of these hours. Families are encouraged to contact Team Kids on 1300 035 000 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 or after supervision ceases, 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 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.
- School staff who are rostered on for before or after school supervision must follow the processes outlined above.

Yard duty

- All staff at Park Ridge Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.
- The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Park Ridge Primary School, school staff will be designated a specific yard duty area to supervise.
- The designated yard duty areas for our school (as at Term 1, 2022) are:

Area Name	Areas Covered
Area 1	Fitness Track, Foundation - Year 2 Playground, Wentworth Building and around Classrooms 2-5
Area 2	Years 3 – Year 6 Playground, Sandpit, around the Curry Building and Classrooms 27-28
Area 3	Oval, mini basketball courts, behind Classrooms 23-24 and around Classrooms 21-22
Area 4	Podium, Canteen, Hard Courts, behind Classrooms 17-20, behind the Art and Science Rooms and near Classroom 1



- School staff must wear a provided safety/high visibility vest whilst on yard duty. Safety/high visibility vests will be stored in classrooms for all teachers and on the hooks in the photocopy room for spares vests.
- School staff must carry a first aid bag whilst on yard duty.
- 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 area
 - 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
 - in addition to the normal appropriate behaviours expected of students, the following directives to enhance safety are to be implemented:
 - Students should not be playing within 5 metres of the fence line
 - Running games are forbidden in the undercover and podium areas
 - Cricket, football and softball/baseball are not to be played on the hardcourt
 - Students are not to climb onto the roof
 - Only tennis balls or balls of similar or less hardness are to be used for hitting games like cricket. No wooden or metal bats are allowed
 - Students may retrieve a ball from over the fence once they have received permission from a Yard Duty teacher.
 - ensure that students who require first aid assistance receive it as soon as practicable. Band Aids are stored in the Yard Duty bag to deal with minor grazes. Refer students to the Sick Bay by completing a pink First Aid slip found in the Yard Duty bag
 - 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.
- All staff are expected to make arrangements to cover their yard duty in the event of excursions or in the event that they are unable to complete their designated duty. The staff member being replaced then needs to notify the Assistant Principal - Wellbeing of the alternate arrangements
- All staff on yard duty are required to carry their mobile phones on their person during their duty for use in the event of an emergency
- Personal mobile phone calls should not be made or taken whilst on duty
- If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Assistant Principal - Wellbeing 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, or call 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.
- If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact/send a message to the office or call the 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 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 [Excursions Policy](#).

- 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.

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
- Communicated on the school's website

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:
 - [Supervision of Students](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

Review Cycle

This policy was last updated in September 2024 and is scheduled for review in September 2026. This policy will also be updated if significant changes are made to school grounds that require a revision of Park Ridge Primary School's Yard Duty and Supervision Policy – Parents and Students.

Policy:	Yard Duty and Supervision – Parents and Students		
Date Approved:	September 2024	Approved By:	Principal / Education Committee
Date for Review:	September 2026	Date Updated on Policy Index:	September 2024