

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 Armstrong Creek 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 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, time and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Armstrong Creek School's grounds are supervised by school staff from 8:40 until 15:30. Outside of these hours, school staff will not be available to supervise students. Information regarding the supervision of before and after school are sent out via our Newsletter and directly to families via our parent portal, Compass.

Before and after school, staff will be available to supervise the Central Plaza, the gate at the pedestrian crossing, the gate at the Office Block and the gate at the entrance to the Bike Shed.

Parents and carers will be advised through reminders in our newsletter that they should not allow their children to attend Armstrong Creek School outside of these hours. Families are encouraged to contact YMCA directly on 04 1819 5782 or 83710597 for out of hours care. Families may also want to email YMCA at armstrongcreek@ymca.org.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 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 below.

Yard duty

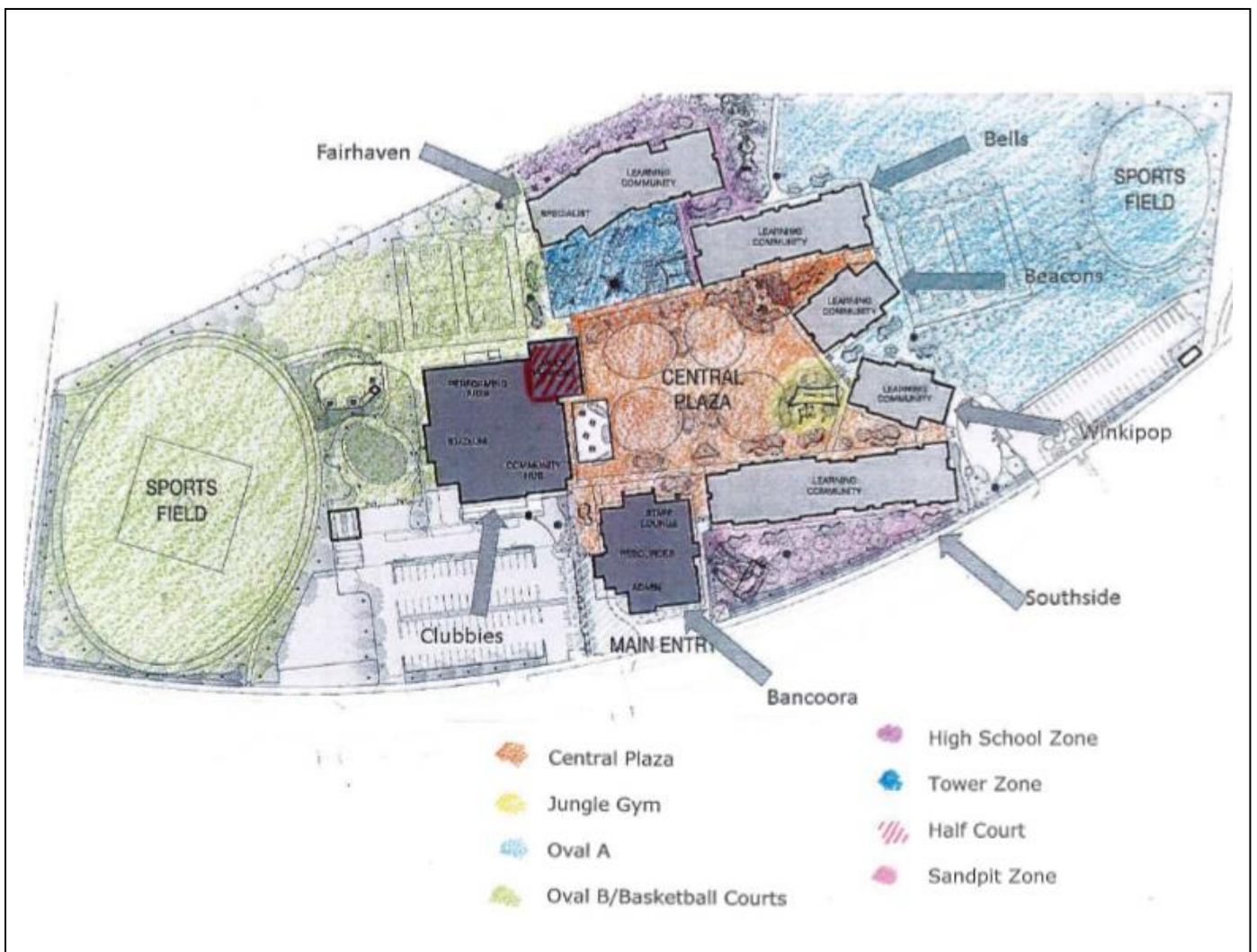
All staff at Armstrong Creek School are expected to assist with yard duty supervision and will be included in the weekly roster.

Staff should read the Daily Bulletin every morning as information regarding staff replacements for absences, are indicated in under the section of Yard Duty Changes.

The Leadership Team (Leading Teacher/ Assistant Principal) is responsible for preparing and communicating the yard duty roster on a regular basis. At Armstrong Creek School, staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are as follows:

Area	Year Level/s
Central Plaza	Prep – Year 6
Jungle Gym	Year 1 & 2
Sensory Playground	Year 3 & 4
Oval A	Prep – Year 2
Basketball Court A	Year 1 & 2
Oval B/ Basketball Courts B	Year 3 - 12
High School Zone	Year 7 - 12
Tower Zone	Year 5 - 12
Sandpit Zone	Prep
Sick Bay	All
Indoor Clubs	Allocated to learning communities
Student voice clubs	Allocated Areas across the school (indoor and outdoor) – these change on a termly basis



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in staff workspaces carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in staff workspaces.
- Be familiar with the yard duty information pack containing student health and safety information

Staff who are rostered for yard duty must remain in the designated area, start and finish their yard duty on time:

Recess at 10:55 – 11:25

Lunch at 1:25 – 1:55

Yard duty responsibilities

During yard duty, supervising staff must:

- methodically move around the designated zone to ensure line of sight of every space in the designated area. Where two staff are on duty in the same space ensure you are spread out across the area and refrain from congregating. See Yard Duty Expectations (see appendix)

- 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)
- ensure students remain in their designated year level zones
- be alert and vigilant
- wear the First Aid bag
- intervene immediately if potentially dangerous or inappropriate behaviour (physical fight) is observed in the yard or call the Office for assistance. Call 5218 5100 from your mobile phone or send two students to the office or another staff member.
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the Student Inclusion and Engagement policy, Bullying Prevention Policy and the Yard Duty Expectations overview
- 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 notify the Home Group Teacher. See the Process for School Wide Positive Behaviour Support Handbook on data entry.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact their Leading Teacher 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 Office (5218 5100) 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 call the Office (5218 5100) who will direct the call to Leadership 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 teachers are responsible for the supervision of all students in their care during class.

If a teacher needs to leave the space unattended at any time during a lesson, they should first inform their co-teaching partner for assistance. The teacher needs to wait for the co-teaching partner to arrive or is able to supervise the group 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](#). Also see the Camps and Excursion Policy.

Digital devices and virtual classroom

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

Armstrong Creek School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in learning communities.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored daily
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Engagement and Inclusion Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disabilities 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.

Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

Students participating in VCAL activities will be supervised by their teacher and where necessary individual education support staff members. The teacher is responsible for overseeing the program as well as whole group, small group and one to one support of students. The education support staff members are responsible for the one-to-one support and small group supervision.

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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website and via Compass for parents, carers, students and staff
- Included in staff induction processes and annual staff training
- Included in volunteer induction processes and training for relevant volunteers
- Discussed during annual staff briefings or meetings
- Included in staff handbook or manual
- Hard copy available 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 regularly 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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July – September 2022
Approved by	Principal
Next scheduled review date	September 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Armstrong Creek School Yard Duty and Supervision Policy.

The Appendix will change due to Student Voice and be updated throughout the year.

Appendix:

Yard Duty Expectations

Play Zone	Year Levels	Expectations
Central Plaza	Prep - Year 6	Ball sports on the Oval or Basketball Courts during recess and lunch No balls larger than a downball to be played with in Central Plaza.
Jungle Gym	Years 1 & 2	Take turns on the monkey bars One student at a time go down the slide
Sensory Garden	Years 3 & 4	Students to play on equipment or path area - not in garden beds.
Oval A	Prep – 2	Blue courts are not part the Oval Follow the rules of the game Choose an umpire and listen and follow instructions Use your manners and speak kindly
Oval B/ Basketball Courts	Years 3 -12	Follow the rules of the game Choose an umpire and listen and follow instructions Use your manners and speak kindly
High School Zone	Years 7 - 12	Speak kindly to your friends Listen to staff instruction

Tower Zone	Years 5 - 12	Trampolines are used for jumping The Tower is for climbing We are being a safe student on the Tower The swing area is closed
Sandpit Zone	Prep	Take turns on the equipment One student at a time go down the slide The sand stays in the sandpit I pack away the toys at the end of play time
Sick Bay	All	Wait in the waiting area for assistance from the teacher on duty
Tagging of Students	Designated spaces	Staff are on time Inform student of who will be their adult for that playtime Follow student from a distant to allow for independence Consult BSP for student who needs to be closely tagged Handover from the Home Group teacher before and after play time
Tech Clubs	P – Year 2	We line up at the door to Prep Learning Community 2. We stay in the specific space set out by the teacher. We take care of the technology and use it whilst staying still. We stay on the apps/tasks that help me achieve my goal.
Tech Clubs	Year 3 - 6	We bring our own devices. We work on our projects in code.org, sphero, scratch or another app approved by the teachers. We can share our games/code. 20 people are able to come each day (due to room limitations). If I sign up, I COME!
Indoor Clubs	ALL	We use positive language – we speak kindly to each other We show calm indoor expectations of noise level We are friendly and welcoming to all We demonstrating school values We can arrive anytime during the session but can only leave once No sign up needed to attend We are responsible for tidying up own things
Dance Club	P – 12	We line up on the ramp outside of the Performing Arts room. We use our voice in an appropriate tone We walk We listen while others are speaking or presenting We treat equipment with respect We share We show kindness to others We keep our hands and feet to ourselves We take our shoes off (put the against the felt wall) The calm zone is not to be used in Performing Arts club.
Board Games and Lego	P – 12	We show Care to each other We look after equipment and games We get along with each other We take turns in games We listen to each other We include others in games We pack away when the session has finished We have fun

Indoor Sports Club	P – 12	<p>We line up at the gym door to enter the space.</p> <p>We stay in the specific space set out by the teacher.</p> <p>We take care of the equipment while using it.</p> <p>We treat others kindly while playing games.</p> <p>We pack the equipment away when the session is finished.</p>
Movie Club	P – 2	<p>Movie theatre etiquette-</p> <p>We keep our voices off</p> <p>We stay in our seat</p> <p>We are only in movie club to watch movies</p> <p>I know that I won't be able to watch a full movie</p> <p>I ask the teacher to go to the toilet</p>
Art	P - 12	<p>When we come to Art club, we make art.</p> <p>We work together to clean up the art room at the end of Art club.</p> <p>We make sure everyone is able to focus on their art making</p> <p>We don't leave Art club without cleaning up our equipment and resources and helping others to clean up theirs.</p>
Busses	P – 12	<p>We wait in line for our names to be ticked of by a staff member</p> <p>We use calm voices when we talk on the bus</p> <p>We show care to other students</p> <p>We sit on our designated seat</p> <p>We listen to the bus driver and chaperone</p>