

# SANDRINGHAM PRIMARY SCHOOL

## Yard Duty and Supervision Policy



### Help for non-English speakers

If you need help to understand this policy, please contact Sandringham PS office,  
Ph: 95981488 or email [sandringham.ps@education.vic.gov.au](mailto:sandringham.ps@education.vic.gov.au)

### Purpose

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

### Scope

This policy applies to all teaching and non-teaching staff at Sandringham Primary School, including education support staff, casual relief teachers and visiting teachers.

### Policy

At Sandringham Primary school, appropriate supervision of students is an important strategy to monitor their wellbeing and safety at school. It enables staff to identify and respond to possible risks at school as they arise and plays a vital role in helping the school to discharge our 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. All staff participate in Sandringham Primary School's yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas. Supervision is undertaken in a way that identifies and mitigates risks to child safety.

### Before and after school

Sandringham Primary School's grounds are supervised by school staff from 8.45am until 9.00am and 3.30pm until 3.45pm. Outside of these hours, school staff will not be available to supervise students.

The school community will be informed at the beginning of each term via the school newsletter (School Stream) when the school grounds are supervised and the action the school will take if the students arrive at school before supervision commences or remain after school when supervision ends.

Before and after school, school staff will supervise the Senior Playground and the Junior Playground only.

Parents and carers should not allow their children to attend SPS outside of these hours unless an adult supervises them. Before and After School care is available through our out of school hour's provider. Families are encouraged to contact our current providers, Camp Australia to find out more information.

If a student arrives at school before supervision commences at the beginning of the day, the teacher who first sees the child will, as soon as practicable, follow up with the parent/carer by calling directly to:

- advise of the supervision arrangements before school (see below for after 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 the out of school hours care program
- 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.

Children are not to ride their bikes, scooters, skateboards or play ball on the asphalt/cement areas during these times (8.45 - 9.00am and 3.30 - 3.45pm) in the school grounds. If a dog is brought to the school, it must be tied to the outside of the fence.

### **Lunch Eating**

Teachers supervise students eating lunch from 12.50pm to 1.00pm. The students sit at their tables. All teachers who supervise eating are aware of students with allergies and closely adhere to the anaphylaxis management plan. When children are eating food from the canteen, they sit on the designated bench seats near the canteen.

### **Toilets and Messages**

Students should always travel in pairs to the toilet or on messages around the school during learning times. Students from Prep to year 5 take boy/girl partner to the toilet.

### **Yard duty**

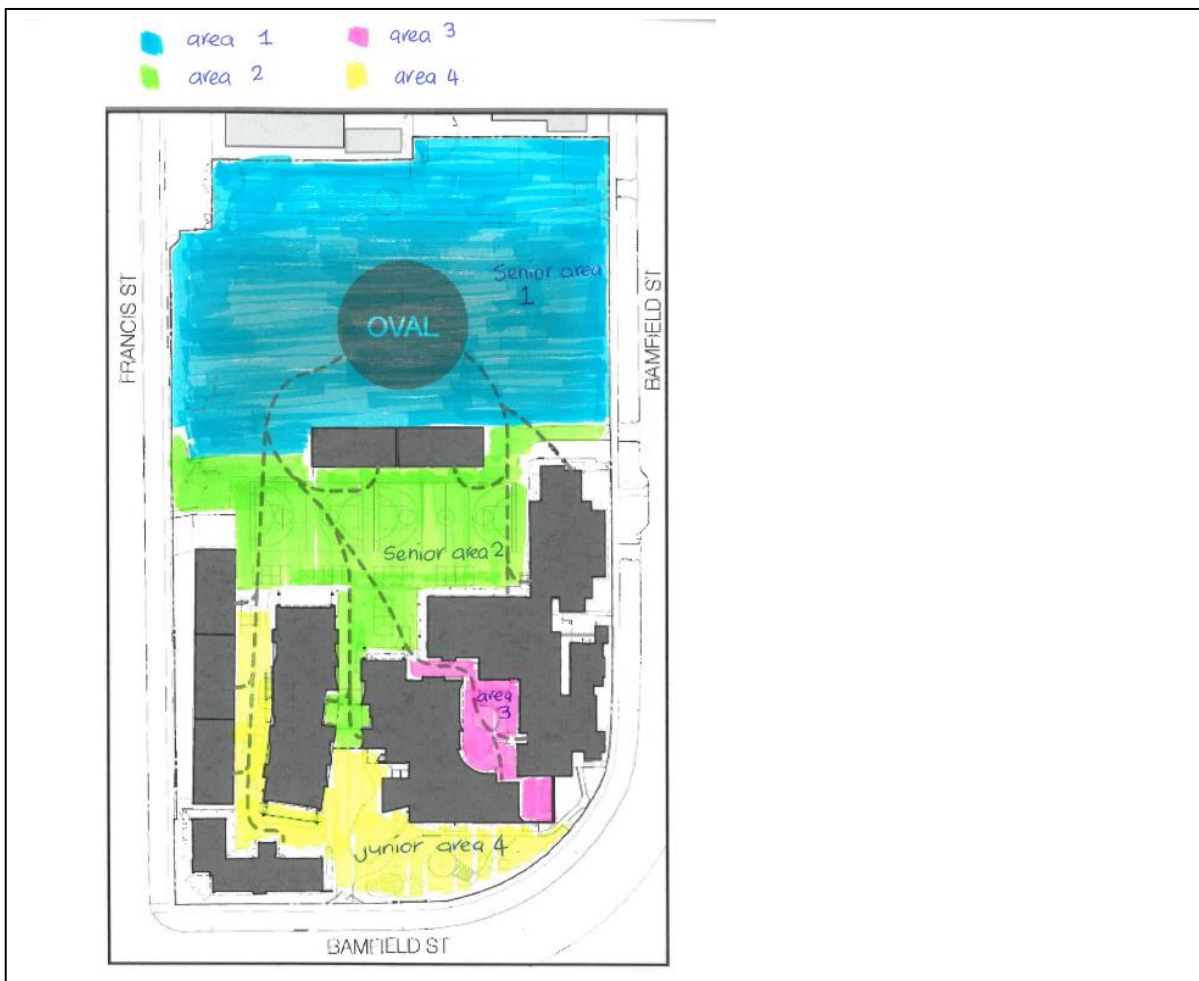
All staff at Sandringham Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Sandringham Primary School, school staff will be designated a specific yard duty area to supervise each week.

### **Yard duty zones**

The designated yard duty areas for our school as at Term 1, 2022

Zone	Area
Zone 1	Oval, rotunda and north boundary play areas and equipment
Zone 2	Basketball courts and wooden playground on west boundary
Zone 3	Courtyards
Zone 4	Junior playground and play area (Prep to Year 2 )



### Yard duty equipment

School staff must:

- wear a provided hi-vis vest whilst on yard duty, (stored in the sick bay)
- carry the yard duty first aid bag at all times during supervision, (stored in the sickbay)
- Be familiar with any student health and safety information contained in the first aid bag
- carry a mobile phone to be used only in emergencies to call for assistance if needed.

Hi-vis vests and first aid bag must be handed to the relieving staff member or returned to sickbay after the period of supervision.

### **Yard duty responsibilities**

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated area to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- be alert and vigilant, constantly scanning the area to ensure all children are playing safely
- encourage the children to respect the environment , ensuring they do not pull leaves, fruit or flowers from trees or bushes, do not dig holes in the oval and do not climb any trees at any time.
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard. Teachers determine if they feel an action is unsafe and support the children in making better choices.
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in our Student Engagement and Wellbeing policy.
- ensure that students who require first aid assistance receive it as soon as practicable. Small injuries, such as a grazed knee, can be treated in the yard. More serious injuries, including any kind of head injury, must be checked and treated by the School Nurse. If a child is seriously injured, they must not be moved and help must be called to them.
- log any incidents in Welfare book or on Sentral in Welfare Section.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving 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 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 or front office 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 send a message to the office and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

School staff and students are to wear hats from September 1<sup>st</sup> to May 1<sup>st</sup>. Students not wearing hats are to sit on benches in the shade. 'No hat, no Play'.

## **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 the Office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

If children are required to remain inside during recess and lunchtimes, they are not allowed to access any digital equipment (computers, iPads or mobile phones). Children are not allowed to remain inside any part of the school unless under adult supervision. A teacher will not remain alone with an individual child in an internal space, e.g. classroom, library or gym, at any time.

Children that are not enrolled in the school, but are participating in school activities as part of a transition process must be supervised by the designated teacher during the transition time. This includes students visiting from overseas, interstate or local areas. Children that are not enrolled in the school, but are visiting the school, must be supervised by their parent or guardian at all times (unless they are participating in Transition activities – see above.)

## **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](#).

## **Digital devices and virtual classroom**

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

Sandringham Primary 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 by onsite teaching staff in a common area

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 Wellbeing and Engagement 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 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.

## **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 in our staff handbook
- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration

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](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)
  - [Work Experience](#)

## **Policy Review and Approval**

Policy last reviewed	Feb 2023
Approved by	Principal
Next scheduled review date	Feb 2025

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