

YARD DUTY AND SUPERVISION POLICY



PURPOSE

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

SCOPE

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.

This policy applies to all teaching and non-teaching staff at Dandenong Valley SDS, including education support staff, casual relief teachers and visiting teachers.

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.

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.

Before and after school

Dandenong Valley SDS staff are not available to supervise students until 8.40am.

Parents/Carers dropping off students must remain with them until 8.40am unless an alternative arrangement has been made with a member of the principal team.

Staff will be rostered to supervise the arrival and unloading of the school contract buses in the morning.

Classroom staff will supervise students at the end of the day until they are picked up by their parent/carer or have boarded their designated school bus.

Parents/Carers are expected to collect their children by no later than 3.15pm.

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
- 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.

Students must be signed in/out of the school if departing prior to dismissal time or arriving later than school starting time.

A record of early departures/late arrivals is to be kept in the administration Office.

Yard duty

All staff at Dandenong Valley SDS are expected to assist with yard duty supervision and will be included in the weekly roster.

The staff member allocated to yard duty rosters is responsible for preparing and communicating the yard duty roster on a regular basis. At Dandenong Valley SDS, school staff will be designated a specific yard duty area to supervise.

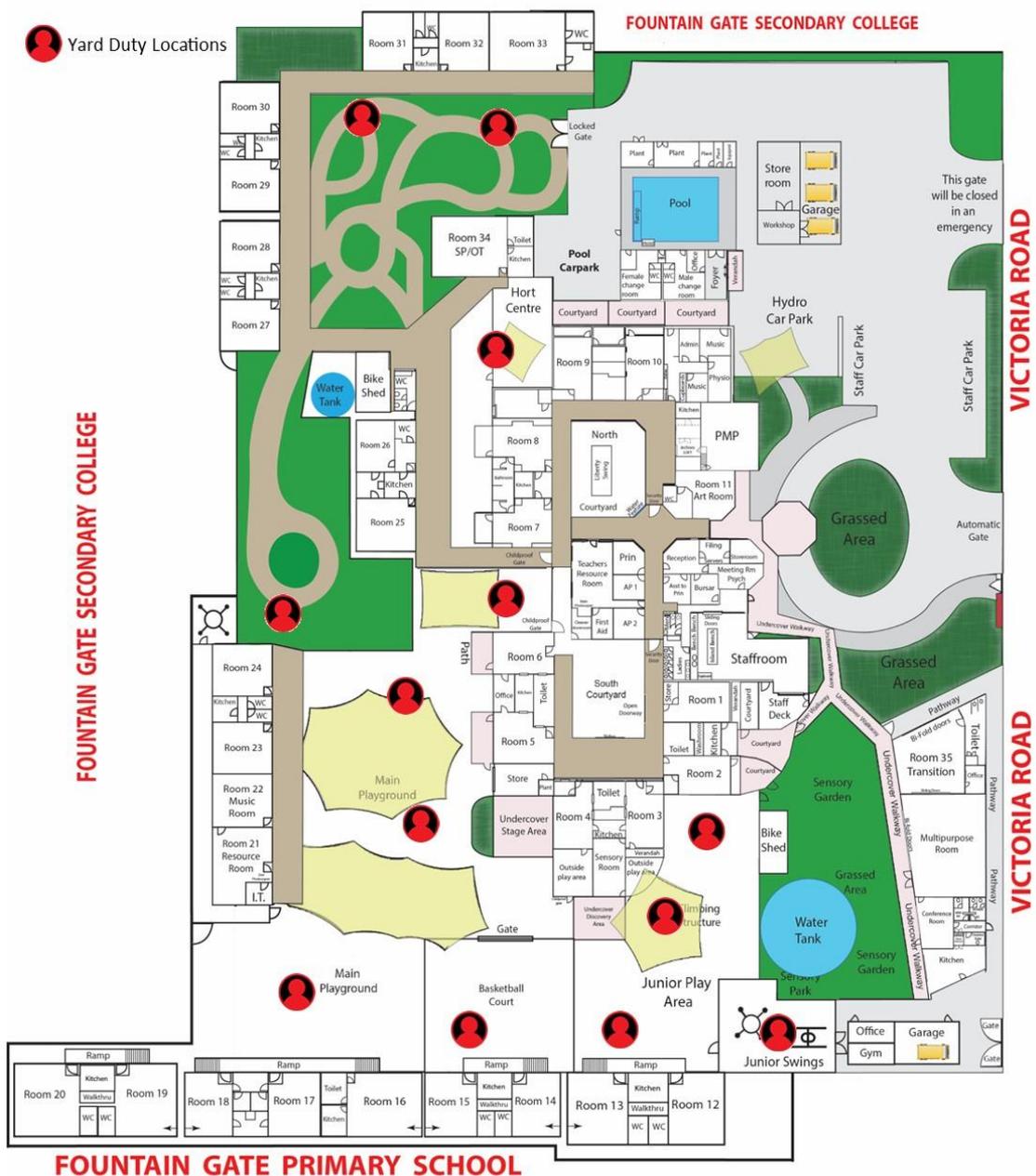
Dandenong Valley SDS runs a half hour (10.30-11.00) morning yard duty and two separate 30-minute lunch duties. One at 12.30pm for the Senior section of the school and EEP students and the second at 1.05pm for the Middle and Junior sections.

Some students are supported in the yard by an individual staff member for safety/medical reasons.

The designated yard duty areas for our school as of Term 3 2021 are:

Junior Yard	
<ul style="list-style-type: none"> Sandpit Bike Track 	<ul style="list-style-type: none"> Swings Playground
South Courtyard	
Main Yard	
<ul style="list-style-type: none"> Individual Student Supervision (see list) Shaded Areas Vulnerable students Bike track 1 Bike Track 2 Bike track 3 	<ul style="list-style-type: none"> Sandpit Basketball Court Trampoline Area Rover – whole yard Playground 1 Playground 2

DANDENONG VALLEY SDS



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 individual classrooms
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in individual classrooms
- Be familiar with student health and safety information contained in the purple folder stored in each classroom
- Wear a hat and sunscreen in terms one and four

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:

- be alert and vigilant
- Methodically move around the designated zone
- if supervising individual students ensure you always have eyes on them
- 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 Sentral or using relevant forms
- encourage students to use play spaces and equipment
- 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 Assistant Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made or make arrangements to swap with another staff member.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact a member of the leadership team 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 the office/call Assistant Principal and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime the supervising yard duty staff member will be available to help.

Classroom

The classroom/specialist teacher and Educational Support Officer/s are responsible for the supervision of all students in their care during class times.

Therapists are responsible for the supervision of students that they remove from class for individual therapy-based programs.

If the teacher is required to leave the room at any stage, they need to let the teacher in the adjacent classroom know.

If their absence is to be for an extended period of time the teacher should contact a Principal team member so as suitable cover can be organised.

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.

Hydrotherapy Pool

The principal and leadership team will ensure that there is at least a minimum ratio of 1 staff member to 6 students and 1 to 2 students for those students with significant health needs during structured hydrotherapy sessions.

A spotter will be present at the side of the pool during all sessions.

Trained pool staff with the relevant qualifications will be present either in the water or at the side of the pool during all hydrotherapy sessions.

See Dandenong Valley SDS's Hydrotherapy supervision policy

Digital devices and virtual classroom

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

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

- student attendance will be monitored
- 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.

Workplace learning programs

When students are participating in workplace learning programs, such as work experience, 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:

- [Work Experience](#)
- [School Community Work](#)

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
- Made available in hard copy from school administration upon request

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	1/11/21
Approved by Principal	Rhonda Fletcher
Next scheduled review date	1/11/22

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