

Avondale Primary School

YARD DUTY AND SUPERVISION POLICY



Statement of Commitment to Child Safety

Avondale Primary School is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

Avondale Primary school's approach to creating and maintaining a child safe school environment is guided by our school philosophy and values. At Avondale Primary School our vision is 'to create a community that strives for excellence through high quality learning, engagement and wellbeing for all.'

We have no tolerance for child abuse and take proactive steps to identify and manage any risk of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9318 1755

PURPOSE

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

SCOPE

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

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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

Avondale Primary School's grounds are supervised by school staff from 8.40am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through a notification on our school website and assembly announcements, regular reminders in our newsletter and Compass posts that they should not allow their children to attend Avondale Primary School outside of these hours.

Before and after school, school staff will be available to supervise the school grounds from 8.40-8.50am and 3.15-3.30pm.

If a student continuously arrives at school before supervision commences at the beginning of the day, the principal or Student Wellbeing Coordinator will, as soon as practicable, follow up with the parent/carer to:

- advise parent/carer 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 Student Wellbeing Coordinator will:

- 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.

Families are encouraged to contact Sonya Coleman on 0405 529 972 or email office@communityoshcservices.com for more information about the before and after school care facilities available to our school community.

Students attending out of hours care will be supervised by Community OSHC program staff from 7.15 - 8.45am and 3.15 - 6.00pm. Students are not permitted to be in the yard unless supervised by a program staff member. Pupil free days supervision is available from 8.00am – 6.00pm.

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If a student is not collected before supervision finishes at the end of the day on more than 5 occasions, the principal or Student Wellbeing Coordinator will:

- advise parent/carer of the supervision arrangements before school
- request that the parent/ carer make alternate arrangements

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

All staff at Avondale 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 Avondale 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 2, 2022 are

Zone	Area
ZONE 1 and ZONE 2	Area around LC1, Admin and LC2 buildings & Oval
ZONE 3	Adventure Playground
ZONE 4	Basketball Court
ZONE 5	Behind LC4

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During yard duty, supervising staff rostered on must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the First Aid room
- carry the designated yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in First Aid room
- be familiar with the yard duty bag information tags e.g. students with Epipens

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

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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 zone to ensure that all areas are within line of sight to at least one yard duty teacher at a time
- 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).
- be alert and vigilant
- carry a mobile phone to use in case of emergency
- 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 and *Behaviour Management Policy*
- ensure that students who require first aid assistance receive it as soon as practicable
- report any incidents or near misses as appropriate to classroom teachers and keep a record in their diary
- remain in the designated area until they are replaced by a relieving teacher

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.

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

If a 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 replacement 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.

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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 classroom teacher next door or 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.

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.

Digital devices and virtual classroom

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

Avondale 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 in the library and designated Learning Communities.

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

- student attendance will be monitored and recorded daily by classroom teachers
- 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.

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Supervision of students

Students moving around the school during class time and without a teacher e.g. visiting the toilet are expected to go in pairs. Teachers are responsible for the supervision of students at all other times, including transitioning between classes or other areas of the school

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.

COMMUNICATION

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

- available on school website
- included in staff induction processes and staff handbook
- discussed at staff briefings or meetings, as required
- accessible to staff on Compass
- included as a reference in our school newsletter each term
- 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](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	24 th August 2022
Approved by	Principal
Next scheduled review date	24 th August 2023

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