



OAKLEIGH PRIMARY SCHOOL

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the Assistant Principal at oakleigh.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 Oakleigh 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.

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

Oakleigh Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Supervision by school staff before and after school will be limited to the main front playground and Logie Street entrance to the school. A member of school staff will also supervise oval side entry gate near the gym. At 8:50 a bag bell will ring to signal teachers are in classrooms to supervise students entering classrooms. At the end of the day teachers will dismiss classes from their classrooms. Foundation teachers will ensure students are picked up by an adult.

From 7:30am until 8:45am and 4:00pm-6:00pm, only students that have been booked into Out of School Hours Care are supervised by OSHC staff in the playground.

Parents and carers should not allow their children to attend Oakleigh Primary School outside of these hours. Families are encouraged to contact the OSHC coordinator via email at oshc@oakleighps.vic.edu.au or on **9568 2983** or **0412 168 560** or refer to <https://www.oakleighps.vic.edu.au/out-of-school-hours-care> for more information about the before and after school care facilities available to our school community.

Oakleigh Primary School will communicate to parents/carers via the school newsletter at the beginning of the year and regular reminder in Year Level newsletters and Compass feeds, as well as Enrolment Packs and School Tours, the precise times during which the school's grounds will be monitored.

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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

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

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Oakleigh Primary School, school staff will be designated a specific yard duty area to supervise. *Students who are a flight risk may require 1:1 shadowing. A student who is behaving inappropriately and aggressively in the playground may also require shadowing until their behaviour is modified.*

Yard duty zones

The designated yard duty areas for our school as at Term 3, 2022 are:

Zone	Area
Zone 1	Front of School: includes two playgrounds, sandpit, toilets and basketball and down ball courts.
Zone 2	Side and back of school: includes 'Backyard,' amphitheatre, along oval fenceline, Japanese Garden, portables' decking and external gym and portable corridor.

Zone 3	Warrawee Oval; closest half to school boundary
Zone 4	Gym (due to Wet/Sweat Roster, Heat Policy or High Pollen or when No oval access). Student restrictions may apply.
Zone 5 (Before and After School)	2 minute drop off and pick up Assigned Year level entry and exit level gates (morning and afternoon) Foundation-Yr 1 and their siblings and riders – Logie St pedestrian and electronic gate; Yr 2 gym gate and Yr 3-4 portable oval gate; and Yr 5-6 oval gate
Zone 6	Library: Open every second half of lunch play. Staff member rostered for supervision.

Yard duty equipment

School staff must:

- School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry a 'bum bag' containing initial first aid equipment and emergency health notification cards. Bum bags and Safety/hi-vis vests will be stored on pegs on a designated wall in the staffroom, in the main building.
- Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

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 ensuring active supervision of all students. Staff in the front area **must check the Logie Street pedestrian and electronic gates** are always closed. They must move between court areas, playgrounds and sandpit. Staff supervising gym /portable corridor and back of school, must ensure students are walking at all times in these areas. They are to check gate access to local oval and ensure students are not playing on council path between school boundary and oval fencing. Students must wait at back gate entrances, inside of the school grounds, for staff member to arrive before going onto the oval. Staff on oval must position themselves in the middle of the oval and ensure students are only playing in designated areas, namely the half of the oval closest to the school boundary. Students are to be discouraged from playing near grandstand end, near Warrigal Road. There will usually be at least one additional nominated staff member who is assigned to shadow a nominated child/ren during play breaks in the school. They are available to support teaching staff in case of an injury/emergency.

- 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 on oval days, to reduce congestion
- 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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any behavioural incidents on Compass, or any accidents or near misses as appropriate on Compass or Work Safe, and report to Leadership if necessary
- lock black back gates at the end of play breaks to minimise danger posed by individual student flight risks during class times.

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. In circumstances such as excursions, it is, however, the rostered staff member's responsibility to re-arrange for their duty to be covered.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Assistant Principal asap (by flagging closest available staff member /aide, or sending student to alert office), but they should not leave the designated area until a relieving staff member has arrived in the designated area.

If a relieving casual replacement teacher or next rostered staff member does not arrive for yard duty, the staff member currently on duty should send a messenger to the staffroom /call for the Assistant Principal. They should 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.

At the start of each year, as well as being an agenda item at staff meetings, staff will be informed of students with high medical alerts or students who may have challenges in the yard so that appropriate responses and understanding can be put in place for the best outcome of all involved.

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 their closest teaching partner and/or Year Level Coordinator for assistance. The teacher should then wait until another staff member has line of sights for students left in their care or has arrived at the classroom to supervise the class prior to leaving.

It is **not** appropriate to leave students in the care of ancillary staff, parents or student teachers.

It is **not** appropriate to leave students in the care of external education providers for example incursions.

No student should be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal is to be conducted by sending a student to a colleague's classroom, or to the Assistant Principal or Principal. This should be accompanied by documentation and appropriate follow up.

In special circumstances or an emergency situation, staff can contact the Assistant Principal by phone for immediate assistance.

Staff must supervise students in the classroom during the designated lunch eating period. Students who have not finished eating may be given additional time under the supervision of a nominated staff member.

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

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

Oakleigh Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments such as Victorian High Ability Program (VHAP) while on school site. In these cases, students will be supervised in break out spaces/ common areas.

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.

Other areas requiring supervision

Student transitions to Specialist classes will be supervised by classroom teachers. Handover as part of year level planning blocks is facilitated by the Specialist teachers in a nominated area of the school such as basketball courts. Depending on the age of the students and geographical location of break out rooms used for EAL, support and enrichment sessions in respect to students' classrooms,

transitions will be supported by these teachers when moving to different areas of the school as appropriate.

Any Lunchtime Clubs, including those run by our Yr 6 students as part of their Leadership Program, will be overseen by a member of staff.

Most bathroom facilities are internal to our main buildings. During class time, students in classroom portables are required to take a partner to use the gym facilities or go to the main toilet block. All students in Foundation are expected to go to the bathroom in pairs.

COMMUNICATION

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

- Included in staff induction processes
- Discussed at staff briefings on the first curriculum day each year
- Discussed at Consultative Meetings as required
- Accessed by staff on shared Google Drive
- Included as a reference in our school newsletter at the beginning of each school year
- Referenced in our Year level newsletters each term
- Made available in hard copy from school administration upon request
- Reinforced with students over the year by classroom teachers
- Reinforced at school assemblies as necessary

Information for parents and students on supervision before and after school is available on our school website.

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	17 th August 2022
Approved by	Principal, Michele Nolan
Next scheduled review date	Every 2 years: 2024

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