



# Stanhope Primary School

Learning • Success • Respect • Citizenship



Principal: Christine Owen

Phone: 03 5857 2514

Mobile: 0419 548 318

Email: [Stanhope@education.vic.gov.au](mailto:Stanhope@education.vic.gov.au)

48 Midland Highway

PO Box 19

Stanhope, Victoria 3623

<http://stanhopeps.vic.edu.au>

## 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 Stanhope 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

Stanhope Primary School's grounds are supervised by school staff from 8.45am until 9.00am, and again from 3.15pm until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Stanhope Primary School outside of these hours. Families will be encouraged to contact the Principal on 5857 2514 to discuss special arrangements outside these hours.

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:

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- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

All school staff who are present for duty on the day, are automatically rostered on for before or after school supervision.

### **Yard duty**

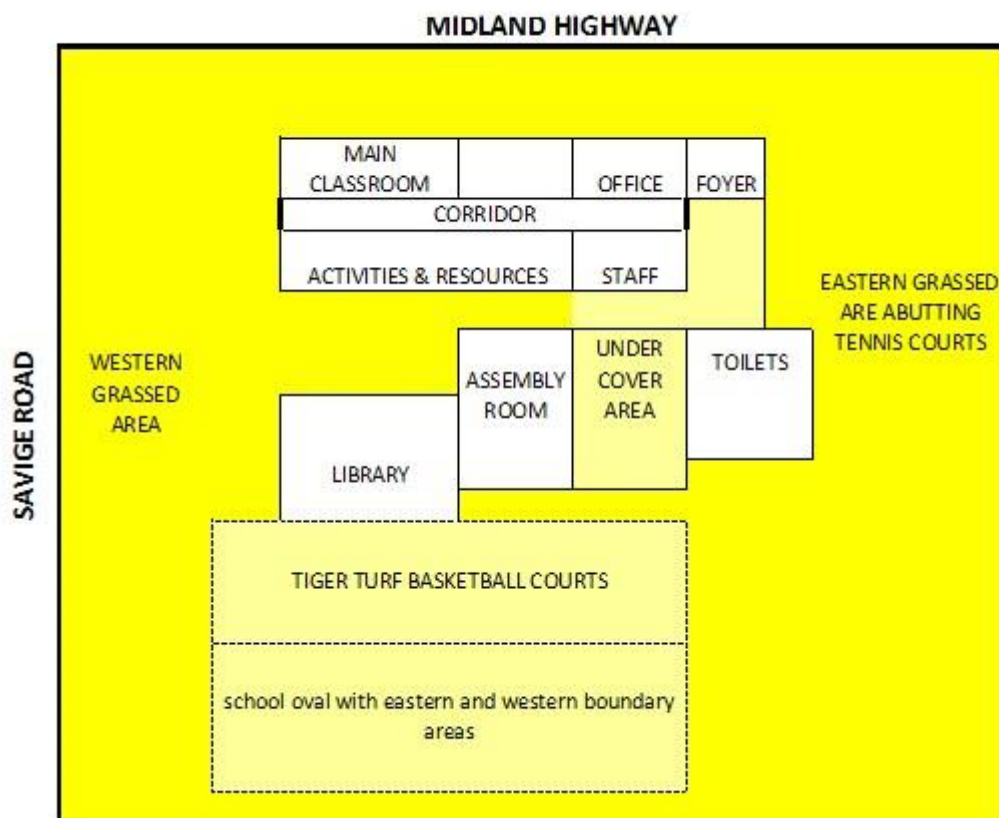
All staff at Stanhope Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Stanhope Primary School, school staff will be responsible for the supervision of all areas of the playground during recess and lunchtime duties.

The designated yard duty areas for our school are indicated below:

- All hard surface areas, paths, driveways, synthetic turf areas.
- Front grassed area.
- Western grassed area.
- Eastern grassed area.
- Oval and east and west boundary areas.

## **STANHOPE PRIMARY SCHOOL MAP**



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### **Yard duty responsibilities**

School staff who are rostered on yard duty must remain on duty until they are replaced by a relieving teacher.

During yard duty, supervising school staff must:

- methodically move around the designated zones ensuring active supervision of all students.
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose.
- 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 incidents or near misses as appropriate by logging the incident themselves on eduSafe Plus.
- 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 Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made. Alternatively, individual arrangements can be made with another teacher to swap duties for a specific day and/or time.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Principal, 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.

### **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 alert the other classroom teacher and ensure their absence is as brief as possible. Where

a teacher needs to leave the school on an urgent and unexpected matter, the Principal should be alerted so that appropriate supervision 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 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 [Excursions Policy](#).

### **Digital devices and virtual classroom**

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

### **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:

- Available publicly on our school's website
- Made available in hard copy from the school office.

## **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](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

## **POLICY REVIEW AND APPROVAL**

|                            |               |
|----------------------------|---------------|
| Policy last reviewed       | 26 April 2023 |
| Approved by                | Principal     |
| Next scheduled review date | April 2025    |

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