



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the general office on 5571 1478

PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities so that everyone understands their duty of care towards students and each other.

SCOPE

This policy applies to all teaching and non-teaching staff at George Street 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

George Street primary School grounds are supervised by school staff from 8:35am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

However, supervision arrangements before and after school can be arranged for other extraordinary circumstances from 8am until 5pm. Please contact the School Principal to discuss alternative arrangements if required.

Parents and carers will be advised through regular reminders in the school newsletter on the times for before and after school supervision in our newsletter. Parents /carers should not allow their children to attend George Street Primary School outside of these hours. Families will be encouraged to contact the school on 5571 1478 for more information about the before and after school care facilities available to our school community.

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 Child Protection to arrange for the supervision, care and protection of the student.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

It may be appropriate to reference your *Student Wellbeing and Engagement Policy* to ensure staff understand your school's disciplinary procedures, particularly when issues or concerns arise.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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 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

George Street Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices, including the Digital Learning policy, including the acceptable use agreement.

George Street 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 a staff member in a quiet area of the school, for example staffroom or breakout room.

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

- student attendance will be monitored daily for classes they are expected to attend.
- 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.

[Other areas requiring supervision]

All students requiring bathroom breaks during class time will be encouraged to go 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 or meetings, as required
- Hard copy upon request at office
- Policy folder in staffroom
- Staff public sharefile folder

Information for parents and students on supervision before and after school is available on our school website within this policy 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](#)
 - [Digital Learning Policy](#)
 - [Duty of Care](#)
 - [Camps/Excursions policies folder](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	14 June 2023
Approved by	Principal Consulted with staff 14 /06 /2023
Next scheduled review date	14 June 2025

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