



Urquhart Park Primary School

YARD DUTY & 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 Urquhart Park Primary School 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.

Implementation

Before and after school

Urquhart Park Primary School's grounds are supervised by school staff from 8:35 am until 3:20 pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend school outside of these hours. Families are encouraged to contact Ballarat YMCA at <http://ballarat.ymca.org.au/what-we-do/childservices/OSHC/Pages/default.aspx> for more information about the before and after school care facilities available to our school community.

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

Yard duty

All staff at Urquhart Park 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. School staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 1, 2018 are –

Area 1	Front of school, canteen area, senior toilets, veggie garden, carport, middle unit toilets, junior unit building
Area 2	Portables, northern end of oval - including foundation and Grade 1/2 playgrounds and junior unit building
Area 3	Southern end of oval – including 3/4 and 5/6 playgrounds and basketball court



- Teachers rostered for duty are to do so at the time indicated on the roster.
- 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.
- Teachers on duty are to remain in the designated area until the end of the break period or until replaced by the relieving teacher, whichever is applicable.
- The handing over of duty from one teacher to another is to be in the designated yard area. Where a relieving teacher does not arrive for duty, the teacher currently on duty should send a message to the office, but not leave the area until replaced.
- No changes to the yard duty roster are to be made without the approval of the Assistant Principal
- Be alert and vigilant – intervene immediately if potentially dangerous behaviour is observed in the yard – enforce behaviour standards and logical consequences for breaches of safety rules according to the Code of Conduct.
- Teachers on yard duty should always be on the move and highly visible.
- Teachers on duty must carry a yard duty bag and wear a high visibility vest and communicate with the school office should assistance be required.

Classroom

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

- Staff must not leave the classroom unattended at any time during a lesson.
- It is not appropriate to leave students in the care of ancillary staff, parents or trainee teachers (at law, the Duty of Care cannot be delegated)
- It is not appropriate to leave students in the care of external education providers, for example incursions (at law, the Duty of Care cannot be delegated)
- In an emergency situation use the phone to contact the Principal or Assistant Principal or contact the teacher in the next room (if appropriate – send other students for assistance).
- 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.
- The teacher, Principal or Assistant Principal is to be contacted first to alert them that the student is on their way.

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. 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.

Further information and resources

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

Review cycle

This policy is scheduled for review in **February, 2019**. This policy will also be updated if significant changes are made to school grounds that require a revision of the school's Yard Duty and Supervision Policy.