

WARRINGA PARK SCHOOL

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact School Administration.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Warringa Park School (inclusive of all campuses), 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 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.

- Supervision of students is the responsibility of all staff.
- Staff on duty should always engage with the students in the yard.
- A roster system will be used to timetable staff members for yard supervision.
- Yard supervision will include recess and lunch breaks.
- Staff are expected to undertake bus duty and supervision each morning and afternoon.
- The yard supervision roster will require staff members to undertake yard duty for recess and lunch breaks on specific days.
- Rosters are drawn up for staff allocation to designated areas.
- There must be a teacher on duty in the play zone and the teacher on duty is responsible for supervising and directing the work of ES staff on duty.
- There are designated areas which will be allocated to specific groups of students.
- Rules for different play zones are documented and displayed in a prominent position.
- Learning centre leaders will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- The school nurse will be responsible for supervision of the first aid room during recess and lunch times.
- Yard duty staff members will record any incidents which occur during the break times on the PBIS chronicle on Compass.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.

BEFORE AND AFTER SCHOOL

Warringa Park School's grounds are supervised by school staff at the following times:



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- Warringa Park School main campus: 8.50am -3.15pm
- Polly Parade Campus – 8.50am -3.15pm
- Cayleys Rd Campus – 8.50am -3.15pm
- Bethany Road Campus - 8.50am -3.15pm

Outside of these designated hours, school staff will not be available to supervise students.

Parents and carers will be advised through notifications on our school website, regular reminders in our newsletter and compass that they should not allow their children to attend Warringa Park School (inclusive of all campuses) outside of the above hours. Families will be encouraged to contact a member of the leadership team 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
- 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 Warringa Park School are expected to assist with yard duty supervision and will be included in the weekly rosters.

Team Leaders at the campus are responsible for preparing and communicating the yard duty roster on a regular basis. At Warringa Park School, school staff will be designated a specific yard duty area to supervise

Yard duty zones

The designated yard duty areas for our school (Term 3, 2022) can be found at the end of this policy (**Appendix A – Yard Duty Zones for all Warringa Park School Campuses**)

YARD DUTY EQUIPMENT

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Staff are issued with their own vests upon starting at Warringa Park School. Casual relief staff will find vests in the staffroom.
- Staff will be provided with hats and sun block for periods of hot weather.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in every classroom.
- 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 a relieving staff member replaces them.



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During yard duty, supervising school staff must:

- methodically move around the designated zone 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, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- ensure students remain in their designated zones
- 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 policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass or inform the child's Teacher or a member of The Leadership Team.
- If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into two 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.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc. are required to either make a swap with another staff member or discuss the matter with the Team Leader or Assistant Principal with as much notice as possible prior to the relevant yard duty 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 team leader or Assistant 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/call Team Leader and not leave the designated area until a relieving staff member has arrived.
- Staff will consider the provision of both organised and impromptu activities.
- A yard duty protocol will be placed in the CRT folder and displayed in the classroom.
- A laminated yard duty roster will be provided for each learning centre.

Students will be encouraged to communicate 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 contact the Teacher next door / Team Leader for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

SCHOOL ACTIVITIES 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 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](#).



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DIGITAL DEVICES AND VIRTUAL CLASSROOM

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

Warringa Park 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 their designated classrooms.

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

- student attendance will be monitored and recorded on COMPASS
- 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

WORKPLACE LEARNING PROGRAMS

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

SUPERVISION OF STUDENTS 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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- 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](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)



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- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

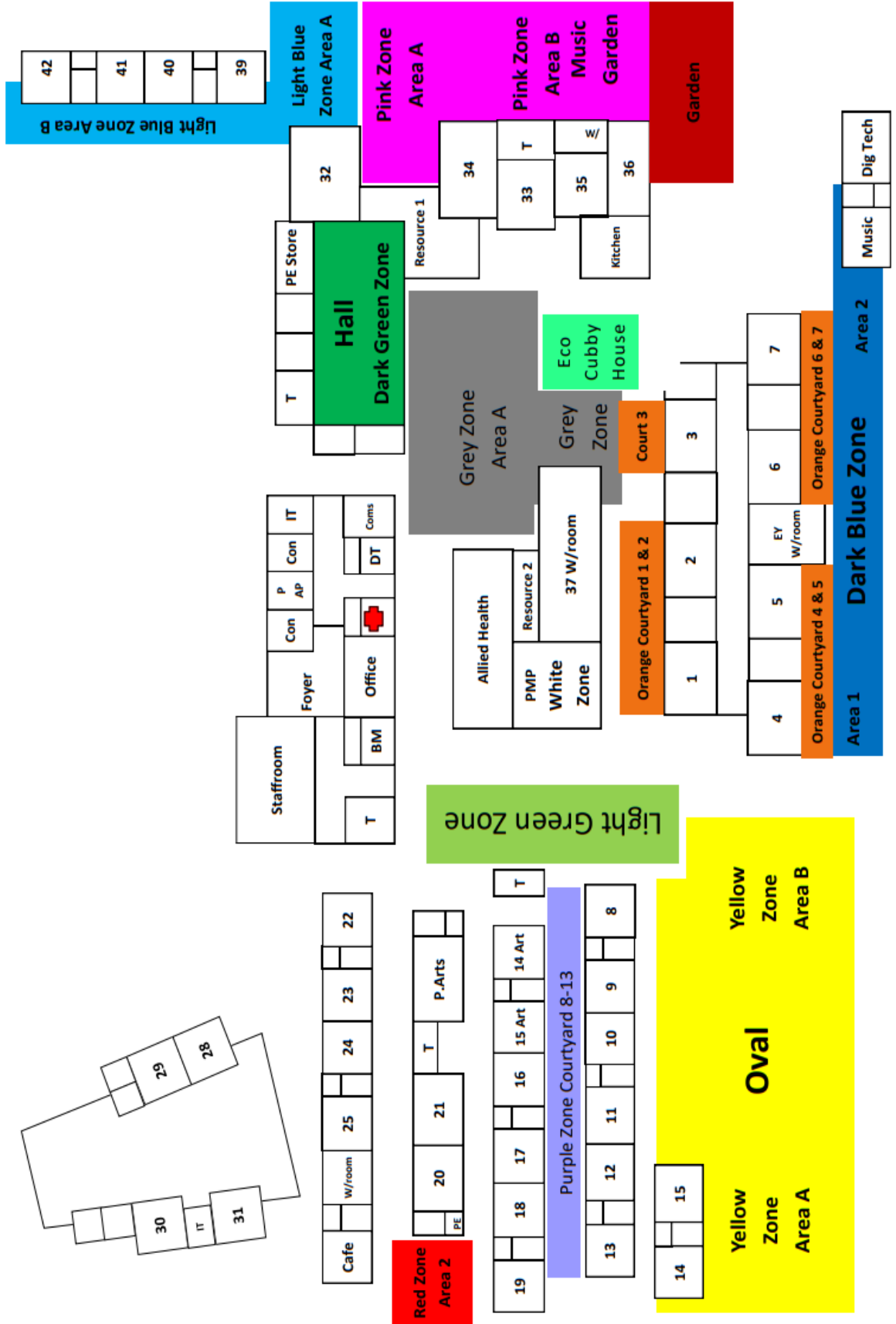
Policy last reviewed	20 th June 2022
Approved by	Principal
Next scheduled review date	20 th June 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Warringa Park School's yard duty and supervision arrangements (inclusive of all campuses)

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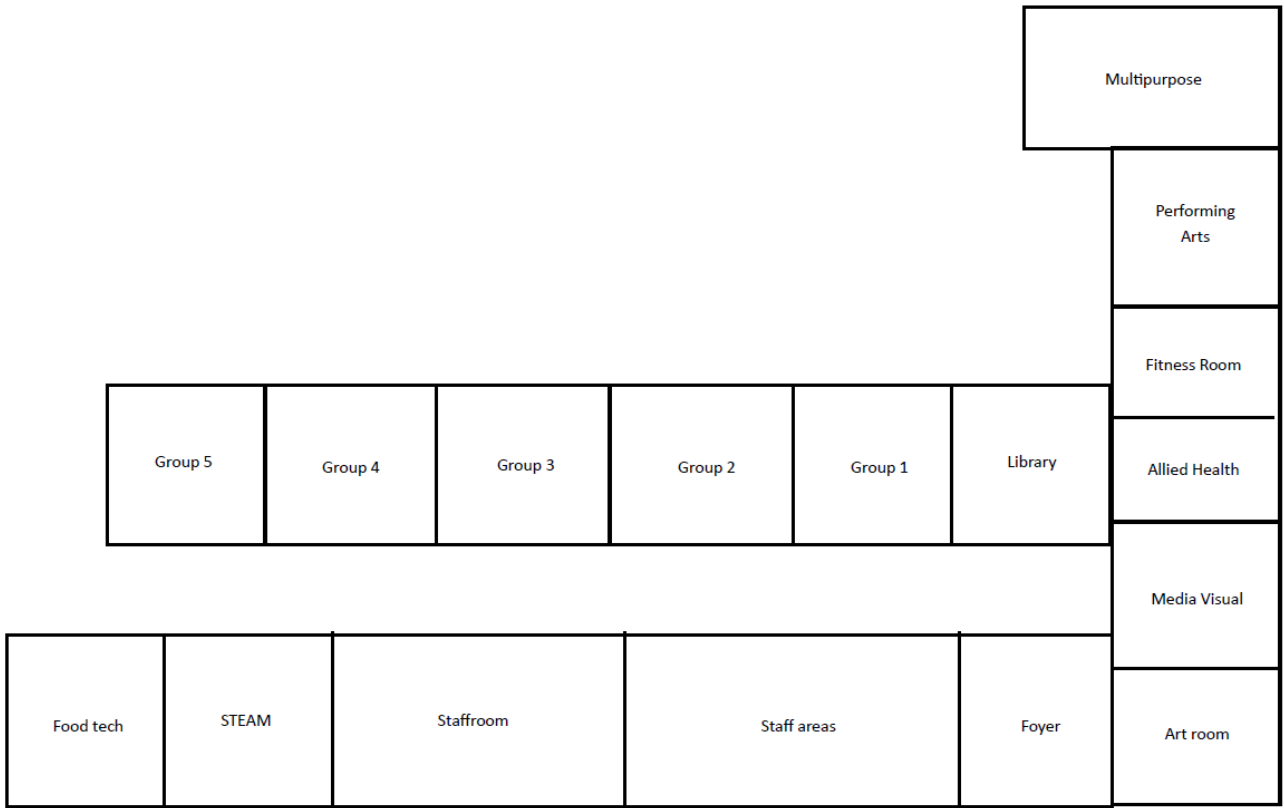
APPENDIX A – YARD DUTY ZONES FOR ALL CAMPUSES

MAIN CAMPUS YARD DUTY ZONE MAP



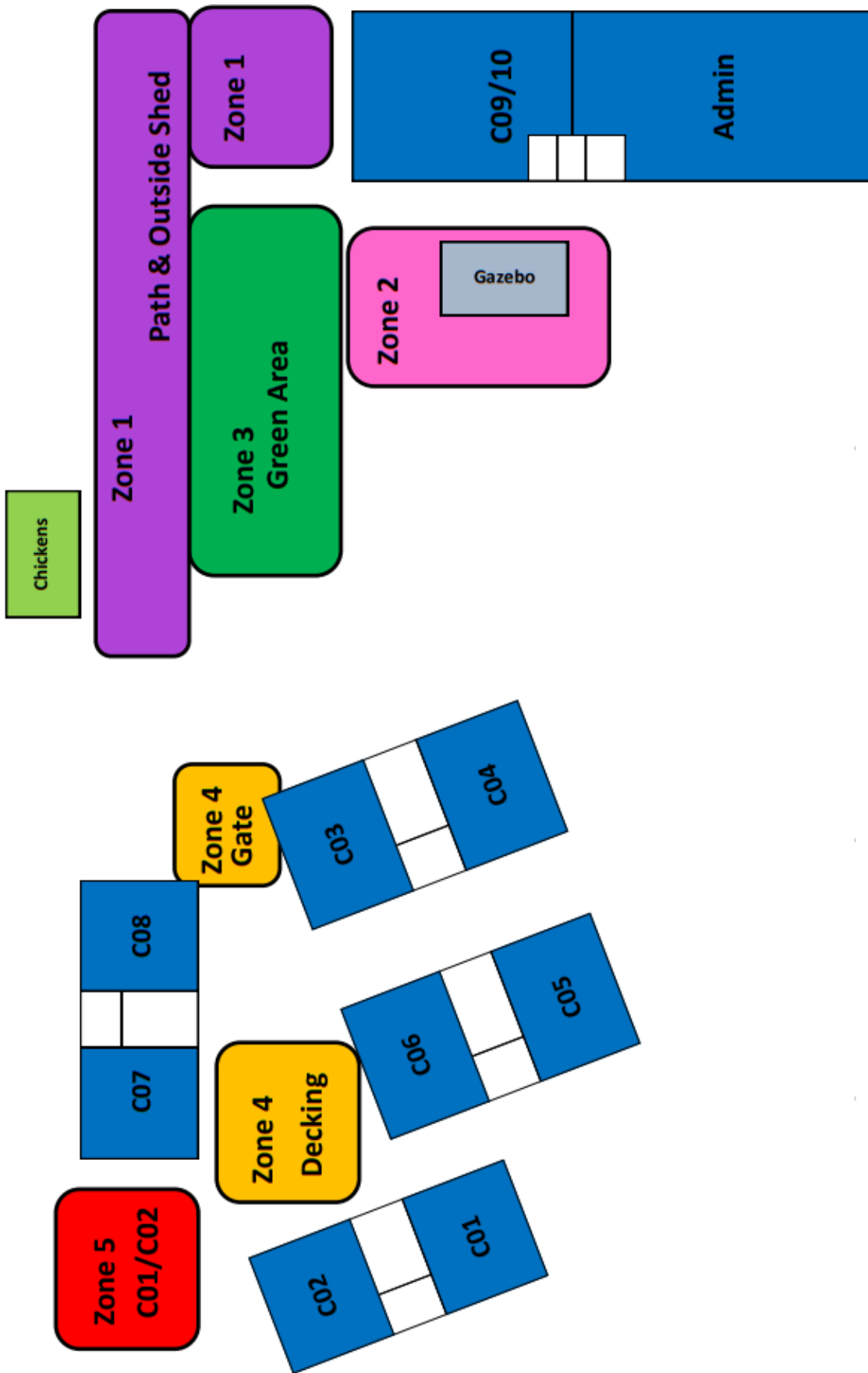
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POLLY PARADE CAMPUS YARD DUTY ZONE MAP



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CAYLEYS ROAD CAMPUS YARD DUTY ZONE MAP



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BETHANY ROAD CAMPUS YARD DUTY ZONE MAP

