



TRARALGON SOUTH 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 General Office on (03) 5195 5244.

PURPOSE:

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

SCOPE:

- This policy applies to all teaching and non-teaching staff at Traralgon South Primary School, including education support staff, casual relief teachers and visiting teachers.

POLICY:

1. 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.
2. 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 and other school activities.
3. 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.
4. **Before and After School:**
 - a. Traralgon South Primary School 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. Before and after school, school staff will primarily supervise the entrance of the school.
 - b. Parents and carers should not allow their children to attend Traralgon South Primary School outside of these hours. Families are encouraged to refer to our website (<https://www.traralgonsthps.vic.edu.au/outside-school-hours-care.html>) for more information about the before and after school care facilities available to our school community.
 - c. Children will have supervised access to their classrooms from 8:50am, at which time a bell will sound.
 - d. Students are supervised at both recess and lunch by teaching staff. At the conclusion of recess and lunch breaks, a warning bell will sound at 11:28am and 1:58pm, allowing children time to be

- at their classroom prior to the commencement of the next session of learning. Children are also supervised by their teacher in the classroom between 1:00pm – 1:15pm whilst they eat their lunch.
- e. At the conclusion of the school day (3:30pm), students are supervised by staff until 3:45pm.
 - f. 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:
 - i. advise of the supervision arrangements before school;
 - ii. request that the parent/ carer make alternate arrangements.
 - g. 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:
 - i. attempt to contact the parents/carers;
 - ii. attempt to contact the emergency contacts;
 - iii. place the student in an out of school hours care program; and/or
 - iv. contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

5. Yard Duty:

- a. School staff who are rostered on for before or after school supervision must follow the processes outlined below.
- b. All staff at Traralgon South Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.
- c. The Principal or nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Traralgon South Primary School, school staff will be required to supervise the whole yard area.
- d. Staff who are rostered for yard duty must remain until they are replaced by a relieving teacher.
- e. During yard duty, supervising staff must:
 - i. Carry the Yard Duty Book whilst on duty, located in the staffroom;
 - ii. Methodically move around the school;
 - iii. Be alert and vigilant;
 - iv. Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard;
 - v. Enforce behavioural standards and implement appropriate consequences for breaches of safety rules, as per the Traralgon South Primary School Yard Behaviour Matrix (see attached), and in accordance with any relevant disciplinary measures set out in our relevant school policies;
 - vi. Ensure that students who require first aid assistance receive it as soon as practicable;
 - vii. Log any incidents or near misses onto uEducateUs as appropriate;
 - viii. Recognise and reward students displaying the Traralgon South Primary School RIPPER Values (see attached);
 - ix. If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift;

- x. 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;
- xi. 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;
- xii. If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the General Office and not leave the yard until a replacement staff member has arrived; and
- xiii. Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

6. Classroom:

- a. The classroom teacher is responsible for the supervision of all students in their care during class.
- b. If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the General Office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

7. School Activities, Camps and Excursions:

The Principal is 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 activities. 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.

8. Digital Devices and Virtual Classroom:

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

Traralgon South 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 in a common use area.

Any wellbeing or safety concerns for the student will be managed in accordance with our usual processes. Please refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

9. 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.

10. 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.

11. 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
- Referenced in our Staff Handbook
- Referenced in our school newsletter
- Made available in hard copy from the General Office upon request
- Published on our website

REVIEW CYCLE:

This policy was last ratified by School Council on 16 May 2022 and is scheduled for review in 2023.



YARD BEHAVIOUR MATRIX

At Traralgon South Primary School, we:

1. Keep our hands, feet and objects to ourselves.
2. Speak and act respectfully to everyone, and we use our manners at all times.
3. Follow instructions quickly and courteously.

		LEVEL OF INTENT		
		MINOR	MEDIUM	SERIOUS
IMPACT OF BEHAVIOUR	NO HARM	Warning/Papers	Warning/Papers	Step
	LITTLE HARM	Warning/Papers	Step	Step
	HARMFUL	Step	Step	Detention
	SEVERELY HARMFUL	Step/Detention	Detention/ Suspension	Detention/ Suspension

