TRARALGON SOUTH PRIMARY SCHOOL
YARD DUTY AND 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 Traralgon South 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.

POLICY:

1. **Before and After School:**
   a. Students at Traralgon South Primary School are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.
   b. Children will have supervised access to their classrooms from 8:50am, at which time a bell will sound. Prior to this time, it is considered the parent's responsibility for supervision of their children.
   c. 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.
   d. At the conclusion of the school day (3:30pm), students are supervised by staff until 3:45pm.
   e. Parents and carers should not allow children to attend Traralgon South Primary School outside of these hours.
   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 (if available);
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.

2. **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 in the Yard Duty Book 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.

xiii. Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

3. **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.

4. **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.

FURTHER INFORMATION AND RESOURCES:

- School Policy and Advisory Guide:
  - Supervision
  - Duty of Care
  - Child Safe Standards
  - Visitors in Schools

REVIEW CYCLE:

This policy was last ratified by School Council on 21 October 2019 and is scheduled for review in 2020.

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.

IMPACT OF BEHAVIOUR	LEVEL OF INTENT: MINOR	LEVEL OF INTENT: MEDIUM	LEVEL OF INTENT: SERIOUS
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

Resilience
Independence
Persistence
Pride
Empathy
Respect
RIPPER