



PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Mill Park 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.

Before and after school

From Term 2, 2024 our school gates will be open at 8:30am. Parents/Carers are expected to supervise their children until 8:45am. Mill Park Primary School's 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.

Parents and carers will be advised through the school newsletter and regular Compass reminders that they should not allow their children to attend Mill Park Primary School outside of these hours. Families will be encouraged to contact Camp Australia on 1300 105 343 or refer to - <https://campaustralia.com.au/> 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, 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.

Late arrivals

At Mill Park Primary School we understand that various circumstances may result in a student presenting late to school. When students are late, parents/carers must ensure that they bring their child to the office to sign them in. This process will enhance student safety and assists with data collection regarding the student's late arrival. Consistent late arrivals can have a negative effect on student learning. A meeting may be requested by the Principal or Assistant Principal if concerns arise.



Yard duty

All staff at Mill 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. At Mill Park Primary School, school staff will be designated a specific yard duty area to supervise.

ES staff members excluding office staff are entitled to a ½ hour unpaid lunch break. This break can be split over 2 half hour periods. ES staff members will complete yard duty supervision each day that they work for either 15 or 20 minutes.

Yard duty zones

The designated yard duty areas for Mill Park Primary School (as of Term 1, 2022) are:

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| Zone 1 | Basketball court, large play equipment and small play equipment, entry to synthetic turf |
| Zone 2 | Oval, whole synthetic turf area, secret garden, cricket nets |
| Zone 3 | Courtyard, undercover area, PMP play area |



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored with each staff member in their classrooms, offices or pigeon holes.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored with each staff member in their classrooms, offices or pigeon holes.



- Be familiar with the yard duty information pack containing student health and safety information stored [insert location if your school keeps a pack/folder of any information relating to student health and safety such as frequent absconders, parents who pose a serious risk to safety etc, or delete this point if you don't have this kind of pack/folder]
- carry a walkie-talkie. This is to be collected from the Staff Room (if you are rostered on first half of the session) and then passed onto the next staff member.

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 they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring students are supervised at all times
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed
- adhere to the Student Wellbeing, Engagement and Inclusion Policy
- follow the SWPBS Matrix
- 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 the First Aid Register

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 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.

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.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Assistant Principal or Principal but should not leave the designated area until the relieving staff member has arrived.

If a relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office, Assistant Principal or Principal and not leave the designated area until a replacement staff member has arrived. Students will be encouraged to speak 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 Assistant Principal or Principal for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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.



Digital devices and virtual classroom

Mill Park Primary School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Mill Park 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 the school yard using an alternate yard duty timetable.

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

- student attendance will be monitored daily
- 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 Assistant Principal 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

Students are expected to:

- go in pairs to the bathroom during class time
- go in pairs to the office
- walk with their class and teacher to a Specialist Class

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 the staff Operational Guidelines manual
- Included as a reference in our school newsletter
- 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



POLICY DOCUMENT

Yard Duty

Responsibility: Principal
Revised: 2024
Next Review: 2027

- Duty of Care
- Excursions
- Supervision of Students
- Visitors in Schools
- Work Experience

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | March 2024 |
| Approved by | Principal |
| Next scheduled review date | March 2027 |

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