

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 Malvern Central 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

Before and after school

Malvern Central School's grounds are supervised by school staff from 8.45am to 3.45pm. Outside of these hours, school staff will not be available to supervise students.

- **Spring Road Campus** – One teacher is rostered to supervise around the courts and oval area.
- **Park St Campus** – One teacher is rostered to supervise around the yard and oval area.

Parents and carers should not allow their children to attend Malvern Central School outside of these hours. Families are encouraged to contact Camp Australia on 1300 105 343 or refer to www.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 staff supervision commences at the beginning of the day without a parent or carer, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carers to:

- advise of the supervision arrangements before school
- request that the parent/ carer make alternate arrangements.

If the student is not placed in the after school care facility or supervised by a parent/carers, then they will wait in the office until 8.45am.

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
- placed in the after school care facility
- 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.

The student will then wait in the office after 3.45pm until an arrangement is made.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

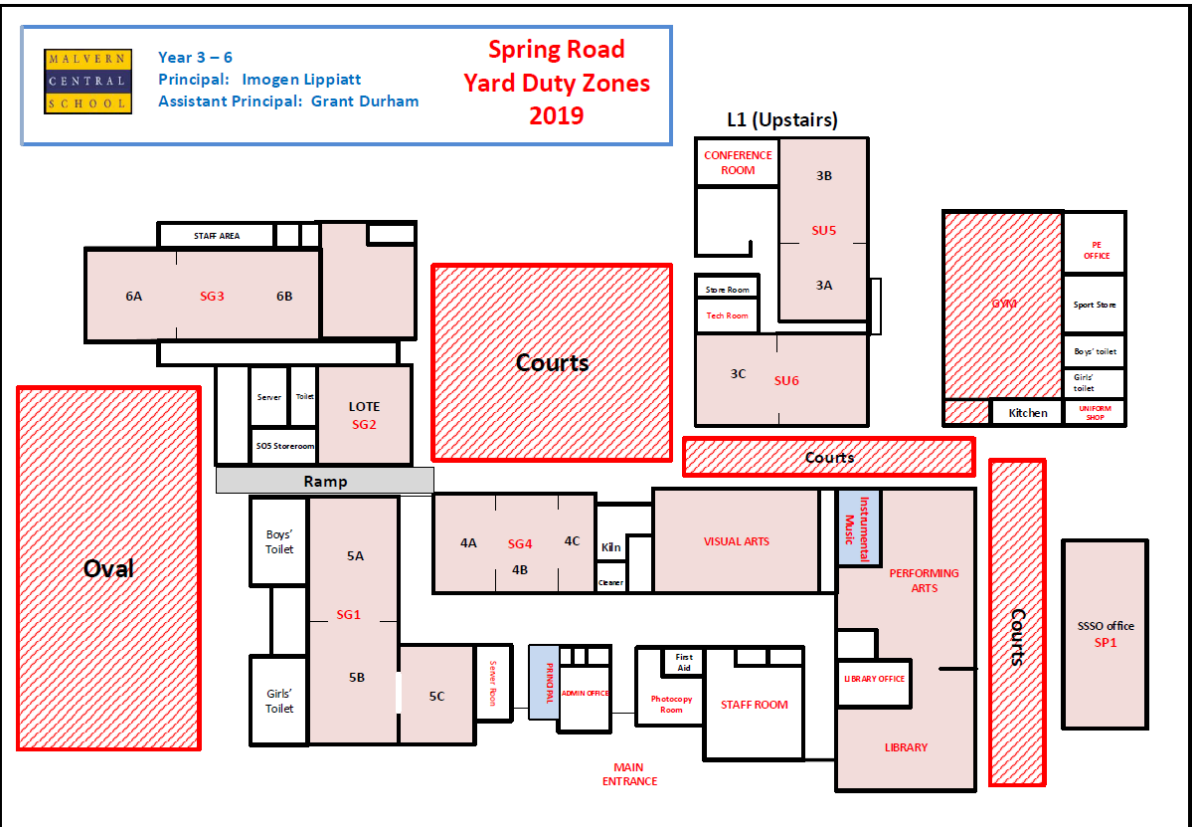
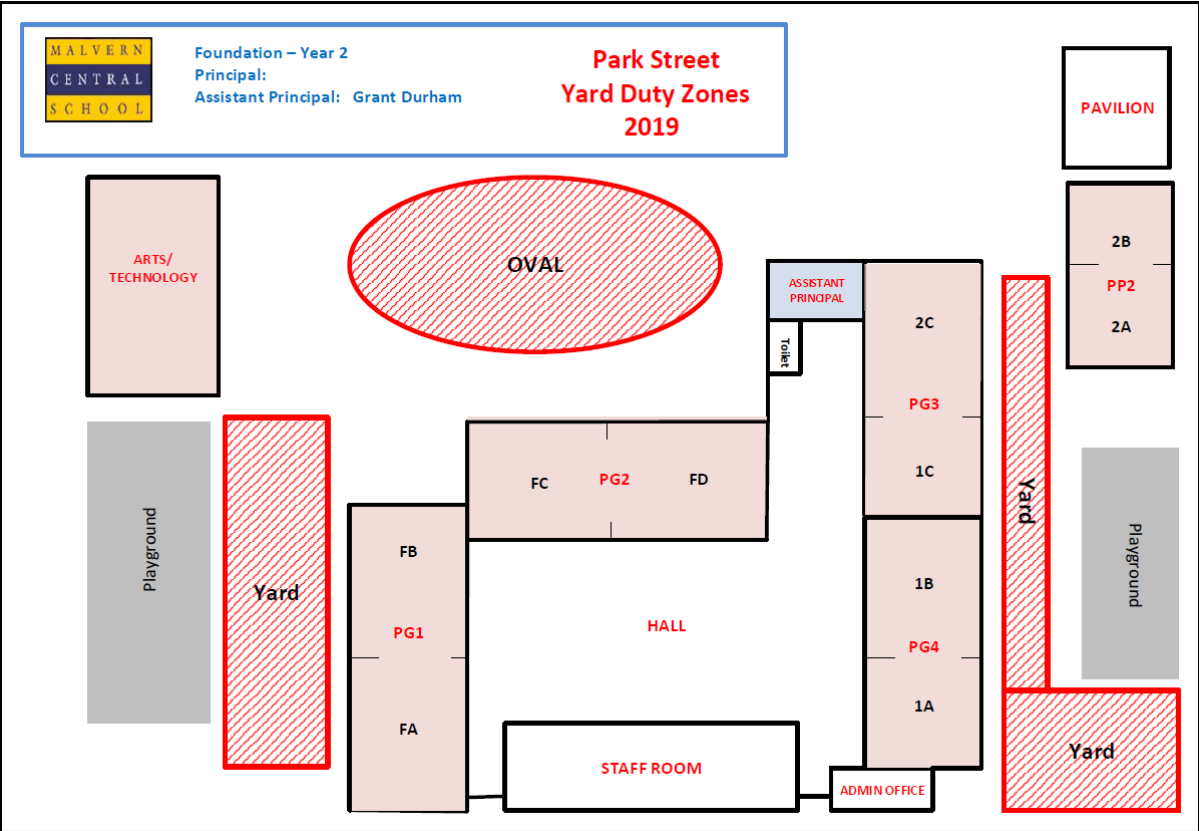
All staff at Malvern Central School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal or daily organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Malvern Central School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as in Term 2, 2019) are stated in the table below as well as on the maps.

Spring Rd - Oval	<ul style="list-style-type: none"> • The staff member on yard duty on the OVAL wears a yellow vest, a wide brimmed hat (Terms 1 and 4), carries a first aid kit, a mobile phone for emergencies and a folder. • This staff member is responsible for administering any minor First Aid treatment and for sending students to the First Aid Room if there are any head knocks or injuries of a more serious nature. • This staff member will need to be monitoring Spring Rd and any members of the public who enter the school area from either the Ascot St playground or the front gate.
Spring Rd - Courts	<ul style="list-style-type: none"> • The staff member on yard duty in this area wears a yellow vest, a wide brimmed hat (Terms 1 and 4), carries a first aid kit, a mobile phone for emergencies and a folder. • The staff member on the COURTS is responsible for administering any minor First Aid and for sending students to the First Aid Room if there are any head knocks or injuries of a more serious nature. • This staff member is responsible for ensuring only basketball or netball is being played on the courts. • This staff member monitors students playing in the gym as it is in eye sight and close proximity of the COURTS.
Spring Rd – First Aid	<ul style="list-style-type: none"> • A staff member is rostered to sit in the staff room next to the First Aid Room as part of First Aid Duty.

	<ul style="list-style-type: none"> • This staff member is trained at Level 2 First Aid including anaphylaxis and asthma training. • This staff member will administer any major First Aid treatment, document it in the incident book and make any necessary phone calls to parents/carers.
Park St - Oval	<ul style="list-style-type: none"> • The staff member on yard duty on the OVAL wears a yellow vest, a wide brimmed hat (Terms 1 and 4), carries a first aid kit, a mobile phone for emergencies and a folder. • This staff member is responsible for administering any minor First Aid treatment and for sending students to the First Aid Room if there are any head knocks or injuries of a more serious nature. • This staff member monitors any members of the public who enter the school area from either of the Eva St gates and directs them to the office.
Park St - Yard	<ul style="list-style-type: none"> • The staff member on yard duty in the YARD wears a yellow vest, a wide brimmed hat (Terms 1 and 4), carries a first aid kit, a mobile phone for emergencies and a folder. • The staff member on YARD is responsible for administering any minor First Aid treatment and for sending students to the First Aid Room if there are any head knocks or injuries of a more serious nature. • This staff member is responsible for walking around the main building ensuring there is no dangerous play or sporting games. • This staff member monitors any members of the public who enter the school area from either of the Park St gates and directs them to the office.
Park St – First Aid	<ul style="list-style-type: none"> • A staff member is rostered to sit in the staff room next to the First Aid area as part of First Aid Duty. • This staff member is trained at Level 2 First Aid including anaphylaxis and asthma training. • This staff member will administer any major First Aid treatment, document it in the incident book and make any necessary phone calls to parents/carers.



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored on hooks with Yard duty folders and bum bags in the staffroom near the front door.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- methodically move around the designated area
- 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 *MCS Student Engagement and Wellbeing policy* and *MCS Student Code of Conduct*
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in the First Aid Incident book, incident report form or on Compass Chronical.
- 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.

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 front office but should not leave the designated area until the relieving staff member has arrived in the designated area.

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 staffroom or front office via a student or another staff member and not leave the designated area until a replacement staff member has arrived.

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

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 a neighbouring classroom teacher or front office 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 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.

Related Policies and Further Information

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

Review Cycle

This policy was last updated on 16th July, 2019 and is scheduled for review in July 2020.

This policy will also be updated if significant changes are made to school grounds that require a revision of Malvern Central School's Yard Duty and Supervision Policy.

This policy was noted by school council on July 24th 2019.