

Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the main office on (03) 8823 9500 or malvern.cen@education.vic.gov.au

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Malvern Central 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Malvern Central School's grounds are supervised by school staff from 8.45am until 9.00am and 3.30pm until 3.45pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the school courts on both campuses.

Parents and carers will be advised through Compass or in our newsletter that they should not allow their children to attend Malvern Central School outside of these hours unsupervised. Families will be encouraged to contact Their Care or refer to <https://theircare.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/carer to:

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

If the student is not placed in the before 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
- place student 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.

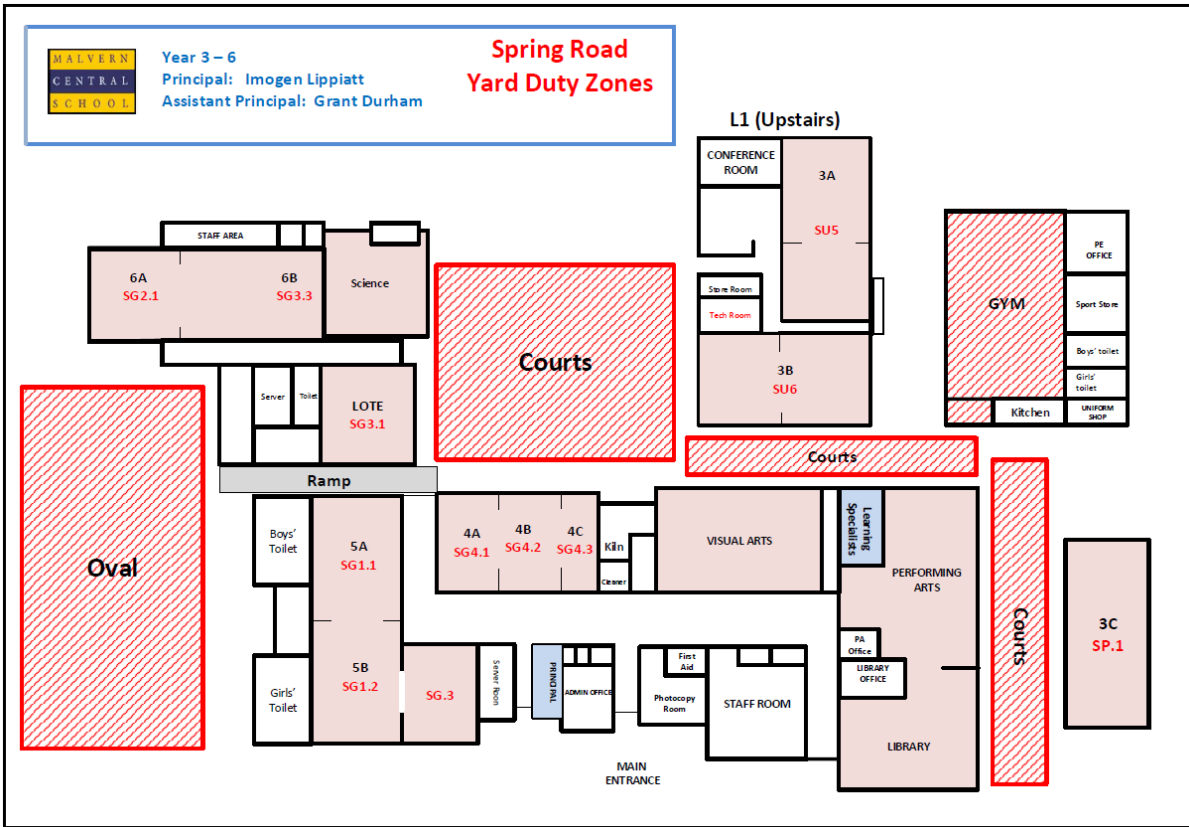
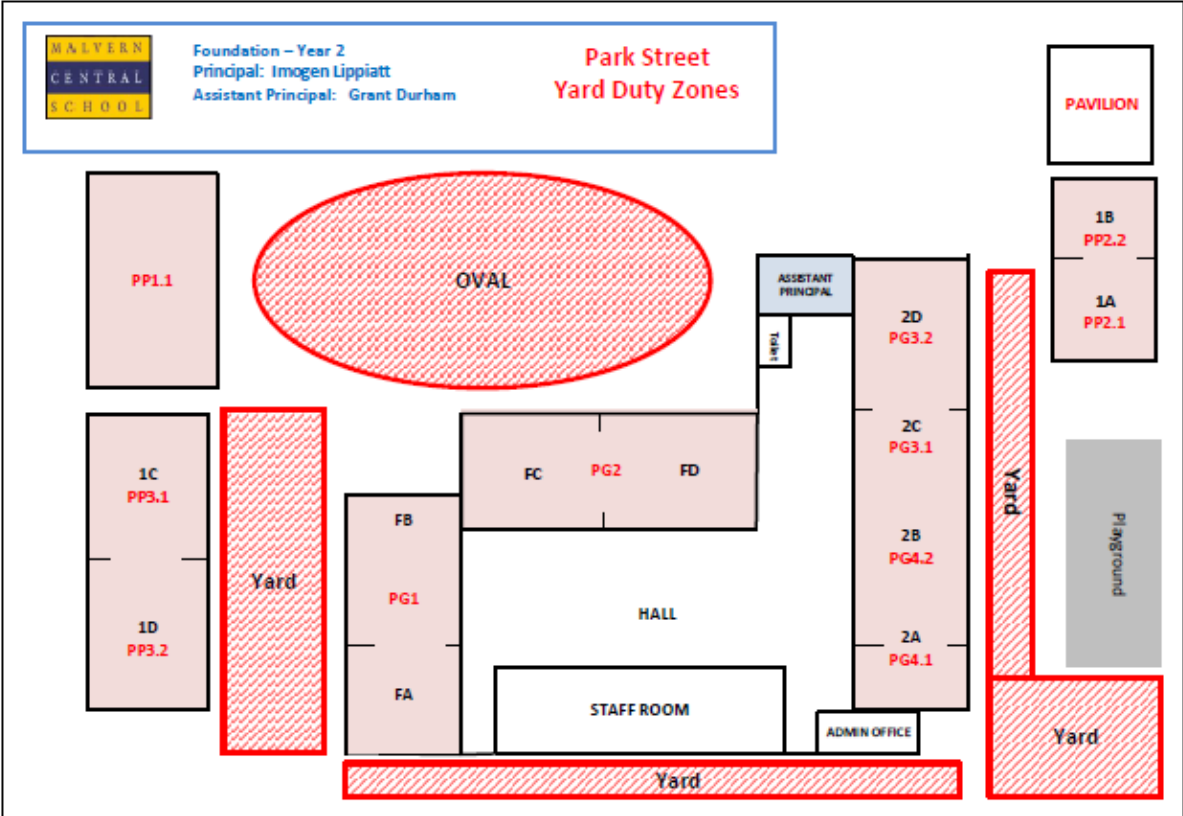
The Assistant Principal or daily organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Malvern Central School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school are stated in the table below as well as on the maps.

<p>Spring Rd - Oval</p>	<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 and a mobile phone for emergencies. • 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.
<p>Spring Rd - Courts</p>	<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 and a mobile phone for emergencies. • 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.

	<ul style="list-style-type: none"> • 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. • 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 and a mobile phone for emergencies. • 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 and a mobile phone for emergencies. • 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.



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the classroom or spares in the staffroom.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staffroom.

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 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 Spring Rd students follow the yard play area timetable
- 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 on Compass Chronical or First Aid treatment in the First Book and give a copy to the student to take home.

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 or Daily Organiser 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 office or staffroom 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 or staffroom and not leave the designated area until a relieving 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 neighbouring classroom teacher or office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

School activities, camps and excursions

Malvern Central School follows the Department's guidelines in relation to supervision of students during excursions and camps, including when external providers are engaged to conduct part or all of the activity.

All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing 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* and the *MCS Camps and Excursions Policy*

Digital devices and virtual classroom

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

Malvern Central 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 include content on where students will undertake virtual and remote learning while at school eg the library/break out space/ common area or classrooms.

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.

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 moving from one campus to another will always be supervised by an adult, primarily their classroom teacher.

Students are also required to travel in pairs if they leave their classroom for any reason without adult supervision ie. Toilet, first aid, office or visiting another classroom.

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 Induction Handbook
- Made available in hard copy from the school office upon request
- School website

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 Community Work
 - Structured Workplace Learning
 - Supervision of Students
 - Visitors in Schools
 - MCS Duty of Care Policy
 - MCS Camps and Excursions Policy
 - MCS Child Safety and Wellbeing Policy
 - MCS Volunteers Policy
 - MCS Visitors Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2022
Approved by	Principal
Next scheduled review date	December 2024

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 arrangements.