



# Morwell Central Primary School

## Yard Supervision Policy 2022



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 51365568.

### RATIONALE:

This policy will ensure that the staff at Morwell Central Primary School have adequate awareness and understanding of their duty of care obligations and responsibilities to provide adequate supervision of students.

This policy will ensure that the staff at Morwell Central Primary School conduct themselves consistently with these legal obligations and responsibilities.

### BELIEF STATEMENT:

Adequate supervision of students in the school yard and classroom is a requirement of the school's duty of care. The school will normally satisfy the duty of care for the on-site management of students outside the normal timetabled class time by allocating responsibilities for supervision to different staff.

Morwell Central Primary School staff have a special duty of care in relation to their students to protect students from risks of injury that should reasonably have been foreseen.

The duty is not to prevent injury in all circumstances- it is a duty to take *reasonable* steps to prevent injury which is *known or foreseeable*.

### AIMS:

This policy aims to provide staff with adequate and appropriate information to ensure that they adequately supervise students in the school yard maintaining a duty of care.

## IMPLEMENTATION:

### Yard Duty

- Supervision of students is the responsibility of all staff.
- Staff members have a legal responsibility to be prompt in arriving at their yard duty location to unlock the toilet doors and must ensure that all students have left the yard before completing their roster at the end of recess, lunch and end of day.
- A roster system will be used to timetable staff members for yard supervision. Copies of the timetable will be kept in the yard duty folder, in the staffroom and given to each member of staff to take note of when they are on yard duty.
- Staff will be rostered on for yard duty at any of the following times: before school, half of recess, half of lunchtime or after school. Yard duty will include yard supervision, First Aid duty and Restorative discussion duty.
- Parents will be regularly informed via the newsletter that staff members will not be rostered to undertake yard supervision until 8.15 each morning. Parents are discouraged from sending their children to school before this time, unless they are attending Breakfast Club.
- Parents will be informed via the newsletter that staff members will be rostered to undertake yard supervision until 3.15 pm. Students who have not been picked up after this time will be taken to the office and their parents contacted.
- There will be four teachers on yard duty before school who will be responsible for opening and closing the entrance gates, bike shed, including the designated pick up and drop off area at the corner of Holmes Rd and McDonald St, carrying out yard supervision.
- Five teachers will be responsible for yard duty during recess and lunch.



Supervision of Areas

Yard Duty Times	Time	Area to cover
Prior to school	8.15- 8.30am	Four teachers to cover:

	Gates open at approximately 8.15am	<ul style="list-style-type: none"> <li>• 1 at Drop Off Zone</li> <li>• 1 at the McDonald St entrance</li> <li>• 1 at the Holmes Rd entrance</li> <li>• 1 at the Harrold St entrance</li> </ul>
Recess	10.50am- 11.05am	<p>Four teachers supervising the playgrounds during the first half of recess.</p> <ul style="list-style-type: none"> <li>• 2 on back duty</li> <li>• 1 on oval duty</li> <li>• 1 on front duty</li> <li>• 1 Welfare/ES person on Indoor/Outdoor</li> <li>• 1 ES on undercover</li> </ul>
	11.05-11.20am	<p>Five teachers supervising the playgrounds during the second half of recess.</p> <ul style="list-style-type: none"> <li>• 2 on back duty</li> <li>• 1 on oval duty</li> <li>• 2 on front duty</li> <li>• 1 Welfare/ES person on Indoor/Outdoor</li> <li>• 1 ES on undercover</li> </ul>
Lunchtime	1.00-1.15pm	<p>Four teachers supervising the playgrounds during the first half of recess.</p> <ul style="list-style-type: none"> <li>• 2 on back duty</li> <li>• 1 on oval duty</li> <li>• 1 on front duty</li> <li>• 1 Welfare/ES person on Indoor/Outdoor</li> <li>• 1 ES on undercover</li> </ul>
	1.15-1.30pm	<p>Five teachers supervising the playgrounds during the second half of recess.</p> <ul style="list-style-type: none"> <li>• 2 on back duty</li> <li>• 1 on oval duty</li> <li>• 2 on front duty</li> <li>• 1 Welfare/ES person on Indoor/Outdoor</li> <li>• 1 ES on undercover</li> </ul>
After school	<p>3.00-3.15pm</p> <p>Gates open at approximately 2.55pm.</p>	<p>Four teachers to cover:</p> <ul style="list-style-type: none"> <li>• 1 at Drop Off Zone</li> <li>• 1 at the McDonald St entrance</li> <li>• 1 at the Holmes Rd entrance</li> <li>• 1 at the Harrold St entrance</li> <li>• 1 ES Staff Member to supervise the Bus Stop</li> </ul>

- Yard duty staff members will be provided with a bum bag containing basic first aid supplies, a key to unlock the toilets, a folder containing information on yard duty incidents and pictures of students who have Individual Anaphylaxis Management Plans.
- Yard duty staff members will wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests and folders will be stored next to the photocopier in the Cyberlibrary.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing, or as directed by the Principal.
- Staff members who cannot fulfil their yard duty obligations due to appointments or excursions are required to either make a swap with another staff member or discuss the matter with the coordinating teacher or Principal. Changes should be noted on the whiteboard in the staffroom.
- In Terms 1 and 4 staff and students are to wear hats for periods of hot weather.
- Any incidents occurring in the yard will need to be recorded in the yard duty folder.
- Staff on yard supervision must approach intruders or unknown people in the yard and contact the office to seek assistance.
- If a relieving teacher does not arrive for yard duty, the teacher currently on duty should send a student to the staff room, but not leave the designated area until a relieving teacher has arrived in the area.
- The Principal/member of the leadership team will declare wet/extreme weather duty prior to the commencement of recess/lunch breaks. If the weather becomes wet/extreme, a teacher on duty will announce over the P.A. system that all students should return to their rooms and that the supervision roster will apply. The special supervision roster will require all students to be effectively occupied in their classrooms. Teachers will supervise as required by the extreme weather timetable. Students who are in a leadership role within the school (School Captain/House Captain) will assist in other classrooms to ensure that classrooms are packed up when recess or lunchtime ends.
- No students are permitted into the buildings during recess and lunchtime. If a student needs First Aid, they will collect a First Aid pass from the teacher on yard duty and make their way to the First Aid Room.
- The classroom teacher has ultimate responsibility for the supervision of all students in their care. Supervision cannot be delegated to external education providers, parents or trainee teachers. This means that the classroom should not be left unattended at any time during a lesson.

### **Late arrival and Early Departures**

- If a student arrives at school after 8.30am they are required to enter through the front office to receive a pass before they go to their classroom. Office staff will record the date and time of arrival.
- In relation to an early departure from school, students will only be permitted to leave the school under the supervision of a person authorised to. Office staff will record the date and time, the reason for the early departure and the person collecting the student. The person collecting the student must take an early departure card to the student's classroom teacher.

### **Visitors and Trades People**

- Visitors and/or trades people to the school need be monitored. In doing this, visitors will report to front Office and use our online sign-in system, VPASS to record their name, signature, the date and time, and the purpose of the visit.
- Parent helpers can sign in at our front Office with VPASS.
- Visitors, trades people and parent helpers will need to wear the visitors' lanyard.

### **Use of information and communication technologies**

- Teachers and other staff at Morwell Central Primary School have a responsibility to supervise the use of information and communication technologies, and the use of online learning environments. It is not practicable for a teacher to inspect every website that will be accessed by a student. Teachers and other staff should be guided by the Internet Policy.

### **Incursions**

- Teachers must continue to supervise their students even when a visitor, speaker or instructor is presenting to the class.
- Visitors, speakers and instructors should not be responsible for supervising students on the school premises.

### **Excursions and Camps**

- Excursions and camps must be appropriately supervised. Supervision can be provided by teachers, education support officers, trainee teachers, volunteer parents and carers, campsite staff and specialist instructors.
- Any person supervising students on an excursion or camp must have a Working with Children Check.
- Specific roles and responsibilities of each supervisor must be clarified and understood by all supervisors and students prior to the excursion/camp.
- Supervision will include but will not be limited to:
  - Retaining copies of all confidential medical forms and permission slips
  - Regularly marking off attendance
  - Ensuring that the venue, transport and activities adhere to DEECD guidelines
  - Monitoring student behaviour, enforcing behaviour standards, and implementing logical consequences for a failure to comply with the behaviour and safety standards
  - Ensure that students who require first aid assistance receive it as soon as practicable
  - Ensure that risk management plans and emergency management plans are implemented as necessary.

## **ROLES AND RESPONSIBILITIES**

The Principal will:

- Regularly communicate the duty of care and supervision obligations and responsibilities to all staff.
- Regularly communicate the supervision arrangements to parents.
- Determine the level of student supervision to be provided to students in all of the circumstances.

- Allocate specific responsibilities to staff members to provide the supervision that is required.
- Communicate the specific supervision responsibilities allocated to staff members.
- Regularly review the duty of care and supervision policy to ensure that it is consistent with the School Policy and Advisory Guide and continues to meet the duty of care obligations and responsibilities for all students.
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Teachers and other staff will:

- Comply with the lawful and reasonable directions of the Principal.
- Comply with all Department and school policies.
- Perform supervisory duties as required.

Parents, guardians and carers will:

- Make appropriate arrangements for the transport, care and supervision of students travelling to and from school.
- Make appropriate arrangements for the care and supervision of students outside the times of supervision before and after school.
- Comply with late arrival and early departure policies and other school-based policies.

## 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 handbook
- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request

## 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](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

This Policy should be read and understood in conjunction with the following school policies:

- Excursions Policy
- Camp Policy
- Incursion Policy
- Digital Technologies Policy
- Bullying and Harassment Policy
- Mandatory Reporting Policy
- Student Engagement and Inclusion Policy

## EVALUATION:

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

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	April 4, 2022
Approved by	Principal
Next scheduled review date	April, 2024