



Derrimut
Primary School

Yard Duty and Supervision Policy





YARD DUTY & SUPERVISION POLICY- MOVE, SCAN, INTERACT

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 Derrimut 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

Before and after school

Derrimut Primary School's grounds are supervised by school staff from 8:45am until 3:30pm. Outside of these hours, school staff will not be available to supervise students. Before and after school, school staff will supervise the oval and basketball court area, the agora area and the front area of the school.

Students should not attend Derrimut Primary School outside these hours. Families should contact Derrimut YMCA on 8371 0500 / <http://www.childrensprogram.ymca.org.au/school-care.html> 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 at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the family to:

- advise of the supervision arrangements before school
- request that the family make alternate arrangements

If a student is not collected before supervision finishes at the end of the day, the administrative staff, principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the family
- attempt to contact the emergency contacts
- 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.

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

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are provided to each staff member.
- carry a yard duty first aid bag at all times during supervision. Each staff member is provided a yard duty first aid bag.
- Be familiar with student health and safety information

Active Yard Supervision

All staff at Derrimut Primary School are expected to assist with active yard supervision and will be included in the weekly roster.

Leadership is responsible for preparing and communicating the active supervision timetable on a regular basis. The designated yard supervision areas for our school are named and described in the attached guidelines (see Appendix A).

Staff who are rostered for active yard supervision must remain in the designated area until they are replaced by a relieving teacher if applicable or until all students have returned to class.

During active yard supervision, supervising staff must:

- actively move, scan and interact ensuring active supervision of all students in the designated zone
- where it is safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have signed in (excluding drop off and collection periods)
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- acknowledge expected behaviour using positive feedback statements and PBIS reward system
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on PBIS system
- if being released from 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 active supervision at the designated time, they should contact a member of the Principal Class with as much notice as possible prior to the relevant supervision shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave the yard during the allocated time, they should contact the Principal Class via the 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, the staff member currently on duty should call the office and request that somebody be sent to relieve them 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 supervision staff member.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. Students and teachers will engage in the lesson planned in the work program

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first ensure that another teacher has adequate line of sight to effectively supervise all students prior to leaving.

During Inclement weather, teachers will follow the timetable to ensure students are supervised inside and engaged in suitable, engaging activities.

Digital devices and virtual classroom

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

Derrimut 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 resource centre and main building,

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

- student attendance will be monitored. This will be via Webex meeting and tracking submitted work. Families will email the school if child is absent from learning during this time
- 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 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.

School activities, camps and excursions

The leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions. 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, and will follow the supervision requirements in the DET Excursions Policy.

Communication

This policy is presented at and ratified by the School Council, as per Department of Education Policy requirements. It is published to our Derrimut Primary School Website. It is available to staff via our School Documentation and presented to our staff annually.

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

Policy Last Reviewed	2023
Consultation School Council	2023
Policy Last Reviewed	2023
Approved by Principal	2023
Next scheduled review date	2025

Appendix A: Active Yard Supervision Guidelines

Active Yard Supervision and Lunchtime Club Guidelines

At Derrimut Primary School, recess and lunchtime breaks are about play, positive behaviour and restorative practices. Our role is to actively observe play and interactions, remind students of school expectations and redirect when appropriate, and help to maintain an environment where all students are feeling safe, engaged and included.

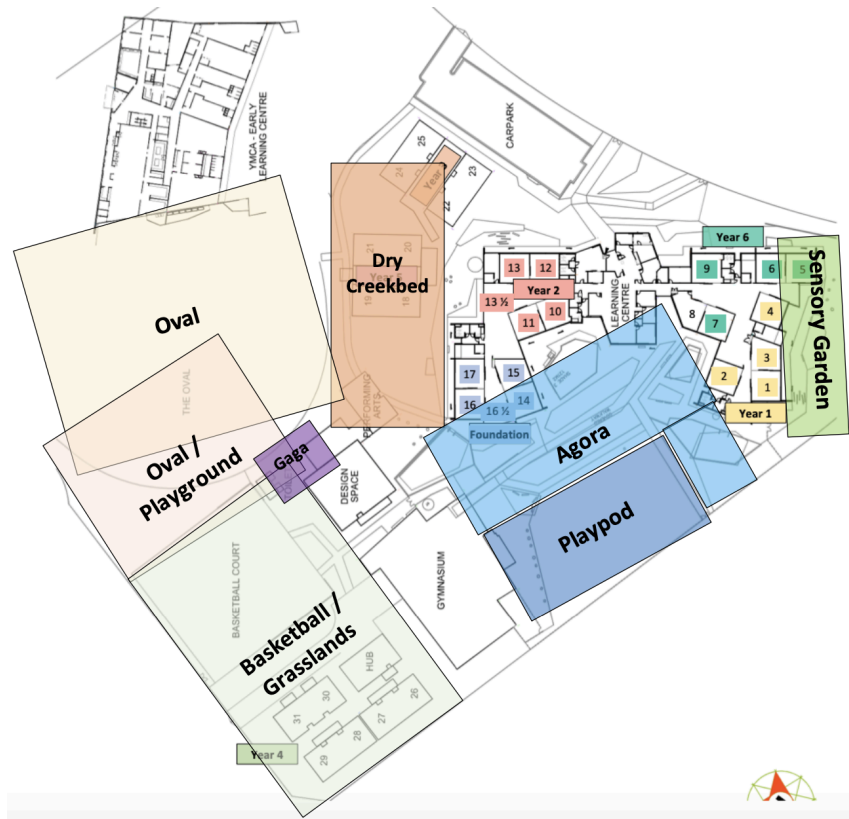
The Supervisory Role

The Active Supervision timetable is issued at the start of each term, and may be changed from time to time according to need.

It is the rostered staff member's responsibility to ensure they are in the correct location at the correct time. If you are absent your role will be covered. ***If you are away from school for an excursion or for professional development it is your responsibility to organise a duty swap for that day.***

<i>Preparation for Active Supervision</i>	<i>During Active Supervision</i>	<i>Ending Active Supervision</i>
<p>Be present in their space for their Active Supervision for the full duration of the break - teachers are to be entering the yard <u>with</u> the students (not after)</p> <p>Staff are actively moving to their AS area as soon as the bell goes, and return to their space once all students have left the area.</p> <p>Be familiar with school values, restorative conversational techniques, and school expectations.</p>	<p>Actively supervise the designated area to ensure line of sight and appropriate behaviour, including bathrooms and drinking taps.</p> <p>See that students do not play in restricted areas, or leave the school ground. As a general rule students are not permitted to play near boundary fences.</p> <p>Have a phone accessible in case the office needs to be contacted due to injury, illness or other problem. Call 8361 1000 - option 2</p> <p>If a student leaves the grounds, maintain line of sight if possible and call the office.</p>	<p>Direct students to their line up areas when the music starts, ensuring all students are at line up areas by the bell</p> <p>Staff are to scoop up, redirect and supervise all students in their designated area until a teacher is present at their door/line</p>
<i>Overall expectations for Active Supervision</i>		
<ul style="list-style-type: none"> - Ask students to pick up rubbish throughout breaks and at the music. If an issue arises in the yard, engage students in a restorative conversation. - Take appropriate action when an accident to a student occurs. See <i>First Aid Policy</i>. - Maintain a positive approach and aim to work with students rather than directing them. - Address any minor issues or inappropriate behaviour immediately so as to avoid conflict arising. 		

- Refer students to the resource centre when behaviour is severe or if the problem cannot be effectively resolved whilst maintaining adequate supervision of yard. Contact the office to inform of situation.
- Remain on duty until the next teacher has replaced you when relevant. Call the office if not replaced at the correct time.
- Model expected behaviours, such as picking up litter and any school equipment in the wrong place, and wearing a sun hat during SunSmart terms (Term 1 and Term 4).
- Immediately call the office if any strangers are in the schoolyard (all approved visitors will have a badge).



Sensory Garden

The sensory garden is a quiet play area for all students. The supervisor in this area needs to ensure:

- Students walk in this area and there are no ball games
- Students are not going to the front of the school.
- Students are away from the fence
- Students can climb the trees

The Agora

The Agora area encompasses the canteen, playground near the canteen, the playpod area, agora space in between gym and sandpit and between the fenceline and the main building. See school map.

The supervising teacher in this area needs to ensure:

- Students walk in this area and there are no ball games
- Students are away from the fence
- Students are playing on the playground and in the sandpit appropriately
- Teacher to rove in and out of the toilet block

The Play Pod

The Play Pod is the shipping container located on the AstroTurf area filled with loose parts. Students play with the equipment in a creative but safe way on the grassed area only.

The supervising teacher in this area needs to ensure:

- Students are only using play pod equipment in the grassed area, no ball games
- Students are packing up the play pod at the appropriate time (at least ten minutes before end of break)
- Active supervision with minimal interference is the aim as students create and play safely and collaboratively
- Students can climb the tree in between the play pod and deck

Dry Creekbed

Teachers need to actively supervise this area from the Creekbed to the Design Space, including the deck area of the portables, and the veggie garden. Supervising teachers in this area need to ensure

- All rocks from the dry creek bed remain in the dry creek bed
- Students do not go to the front of the school
- Students are away from the YMCA fence and adhere to the footpath
- Students pack up the veggie patch equipment at the first bell before leaving the area
- Teacher to rove in and out of the toilet block

Basketball and Grasslands

The basketball area encompasses the basketball court, the concreted area and sandpit, portable toilets, the Grasslands buildings. This is a ball game area. Supervising teachers in this area need to ensure:

- Students are playing in front of the grasslands portables. (Students should not be behind/in between the portables)
- Teacher to rove in and out of the toilet block
- Ball games can be played here

Playground / Oval

Teachers in this area need to move between the playground and support on the half of the oval in front of the playground. This teacher should also support in monitoring the appropriate use of the portable toilets.

The supervising teacher in this area needs to ensure:

- Students are not playing/climbing on top of the playground equipment
- Students are away from the fence and play oval side of the treeline
- Support is offered to resolve minor conflict within ball games
- Teacher to rove in and out of the toilet block
- Ball games can be played here (oval)

Oval

The oval is a ball games area. The supervising teacher in this area needs to ensure:

- Students are away from the fence and play oval side of the treeline
- Support is offered to resolve minor conflict within ball games
- Ball games can be played here

Gaga Pit

The Gaga Pit will have a timetable for the classes/year level that have use of the Gage Pit for recess/lunch. The supervising teacher is responsible for:

- Teacher to ensure students are following the rules of the game
- Only the allocated class/year level is using the Gaga Pit
- Ensuring students around the Gaga Pit are not intervening with the game
- Teacher to rove in and out of the toilet block

Front

The front of the school is actively supervised before and after school. The teacher responsible should ensure

- Students and families are not walking through the carpark
- Students are out of the garden beds and not climbing on the fences
- After school, be sure to walk down to the crossing and footpath as well as inside the school
- Students who haven't been picked up by 3:30pm are directed to the office

Lunchtime Clubs

Lunchtime Clubs change each term, with teachers invited to volunteer to run a club. Our lunchtime clubs give students an opportunity to follow their interests as well as provide time away from the playground areas. Students can self-select into a club or attend as part of their play plan to develop play skills in a supervised environment. The role of the teacher is to:

- Activities should be set-up and prepared prior to students entering the club or use the students to assist you to setup. No unsupervised students should be setting up or packing up a club
- Students numbers capped at 30 to allow for adequate supervision
- Students should not enter a club with food (Resource Centre or Gym). They are redirected to sit and finish their food and then enter the club
- Have students packed up by the music to allow students to go to the toilet and head back to class on time
- Familiarise yourself with any play plans for students who will be attending or those who need supervision between spaces
- Ensure the space being used is left in the same manner it was found with all equipment returned and any rubbish collected

PBIS Shop

The PBIS shop is open every lunchtime, and run by a teacher, as well as student leaders.

- The shop is opened at the beginning of lunch.
- Staff and student leaders are the only people allowed to enter the storeroom and access the stock.
- Students who are rostered on to buy from the shop line up along the window and wait until they are invited into the shop.
- A few students at a time enter and stand in front of the tables and are served.
- If all students rostered in are served, students from other year levels can be served.
- At the end of duty, the storeroom is locked again, with all stock returned to the correct cupboard. The external door is also locked.

Before and After School Supervision (Front Gate, Agora Gate and Basketball Gate)

The front, agora and basketball gate of the school is actively supervised before and after school. The teacher responsible should ensure:

- Students are not walking through the carpark, students use the concrete paths
- Students are out of the garden beds and not climbing on the fences
After school, be sure to walk down to the crossing and footpath as well as inside the school
- Students should be walking bikes and scooters as they move to/from the bike shed on school grounds. They can ride once they have left the gate, with their helmet on.
- See that all students leave the grounds promptly at 3:15 pm dismissal.
- At 3:30pm, any students not picked up by parents/or guardians are to be directed to the office.
- Agora and Basketball court gates are closed and locked at the end of before school duty (9:05am) and after school duty (3:30pm)

Inclement Weather

In wet weather, extreme conditions such as high winds, or unsafe conditions such as smoke and thunderstorm asthma we will call an inclement weather timetable, where students will engage in calm activities inside their learning spaces under the supervision of two teachers.

- Teams are to develop their own Inclement weather timetable to plan out who will be on supervision in case of an inclement weather timetable. Two teachers are to be on duty at all times, this may look like two staff on for all of recess, and two on for lunch. Otherwise, a 'split' arrangement may be made where teachers complete 15 minutes each. Timetables should be accessible in a central area in the learning space.
- Duties can align with the term's Active Supervision timetable to ensure staff are available to complete their duties, as well as take their break if an inclement timetable is called after they have already completed a duty in the first break.
- Specialists and Tutors will be available to call on for backup in case of absence, or ongoing inclement weather across the week where teachers have completed a number of extra duties.
Teams are to contact the office in this situation, and an alternate arrangement will be made.
- Students are engaged in quiet, organised activities.
- The supervising teacher has line of sight of students.
- Students are packed up when the music begins to play to ensure they are ready for learning.