

## Active 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 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.

Parents and carers should not allow their children to attend Derrimut Primary School outside of these hours. Families are encouraged to contact Derrimut YMCA on [\(03\) 8371 0500](tel:0383710500), or refer to <http://www.childrensprogramms.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 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 administrative staff, 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)
- 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.

#### 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.

Kim Elliot is responsible for preparing and communicating the yard duty roster 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.

During active yard supervision, supervising staff must:

- methodically move around the designated zone
- 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 *Student Engagement and Wellbeing* handbook
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Sentral
- 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 active yard 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 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 home-group 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 ensure that another teacher has adequate line of sight to effectively supervise all students 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. 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.



### **Evaluation**

This policy will be reviewed as part of the school's annual review cycle.

This policy was last ratified by School Council in February, 2019 and will be reviewed in 2020.

## Appendix A: Active Yard Supervision Guidelines 2019

### 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 as a 'Play Advisor' 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 Yard Supervision timetable is issued at the start of each term, and may be changed from time to time.

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.***

Staff are requested to:

- Be familiar with school values, restorative conversational techniques, and school expectations.
- Actively patrol the designated area to ensure line of sight and appropriate behaviour
- Ask students to pick up rubbish throughout breaks and at the first bell.
- 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.
- Have a phone accessible in case the office needs to be contacted due to injury, illness or other problem. If a student leaves the grounds, maintain line of sight if possible and call the office.
- Keep classrooms and doorways clear of students.
- Check for inappropriate behaviour in the vicinity of the toilets and the drinking taps.
- Take appropriate action when an accident to a student occurs. See *First Aid Policy*.
- See that all students leave the grounds promptly at 3:15 pm dismissal. By 3:30 pm any students not picked up by parents/or guardians should be directed to the office.
- Immediately call the office if any strangers are in the schoolyard (all approved visitors will have a badge).
- Model desired behaviours such as picking up litter and any school equipment in the wrong place, and wearing a sun hat during SunSmart terms.
- Ensure students are not riding their scooters and bikes whilst on school grounds.
- If an issue arises in the yard, engage students in a restorative conversation.
- Refer students to the restorative conversation space when behaviour is severe or if the problem cannot be effectively resolved whilst maintaining adequate supervision of yard.
- Remain on duty until the next teacher has replaced you when relevant. Call the office if not replaced at the correct time.
- Maintain a positive approach and aim to work **with** students rather than directing them.
- Address any minor issues or unusual behaviour immediately so as to avoid conflict arising.

### Sensory Garden

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

- There are no ball games
- Students are not going to the front of the school.
- Students are away from the fence

### **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

- There are no ball games
- Students are away from the fence
- Students walk on the stage deck during wet weather
- Students are playing on the playground and in the sandpit appropriately
- Students are not hanging from growing trees

### **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, normally an additional teacher will be rostered on to supervise pack up)
- Active supervision with minimal interference is the aim as students create and play collaboratively

### **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 pack up the veggie patch equipment at the first bell before leaving the area

### **Basketball and Grasslands**

The basketball area encompasses the basketball court, the concreted area and sandpit, portable toilets, the Grasslands buildings and the playground. 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 at the lockers or behind/in between the portables
- Students are not playing/climbing on top of the playground equipment
- Students are not playing in the portable toilets

### **Oval 1**

Teachers on this area need to move between the playground and 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 playing in the appropriate manner (not standing on top of equipment).
- Students are away from the fence and tree border
- Students are not playing in the portable toilets
- Students are playing appropriate ball games
- Students are showing the school values during their play
- Support is offered to resolve minor conflict within ball games

### **Oval 2**

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

- Students are away from the fences and vegetation in this area where they are out of sight of teacher
- Students are playing appropriate ball games
- Students are showing the school values during their play
- Support is offered to resolve minor conflict within ball games

### **Front**

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

- Students 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 3.30 are directed to the office

### **Lunchtime Clubs**

Lunchtime Clubs change each term and are timetabled by Rachael Waites. Teachers are invited to request a specific club but can be assigned by Rachael where necessary to run a club as part of the normal active supervision roster. 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 club teacher is to

- Run the lunchtime club for 80% of the break time (24 mins)
- Have students packed up by the first bell to allow students to go to the toilet etc and to assist in the school clean up
- Familiarise themselves 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