

YARD DUTY AND SUPERVISION POLICY

Mitcham Primary School

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 Mitcham 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, times and places.

POLICY

BEFORE AND AFTER SCHOOL

Mitcham Primary School's grounds are supervised by school staff from 8:30 a.m. - 8:45 a.m and in the afternoon from 3:15 p.m until 3:30 p.m. Outside of these hours, school staff will not be available to supervise students.

Parents/carers are regularly informed of the precise times during which the school's grounds are monitored (e.g. Mitchat, class newsletters, Compass and information evenings).

Before school, staff supervise the basketball courts and the designated lining up areas for the students. After school, staff supervise the basketball courts Mitcham Rd exit, school playgrounds and the Tirana St exit.

Parents and carers should not allow their children to attend Mitcham Primary School outside of these hours. Families are encouraged to contact TheirCare on 0482993116 or refer to [www.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 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 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 Families, Fairness and Housing (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.

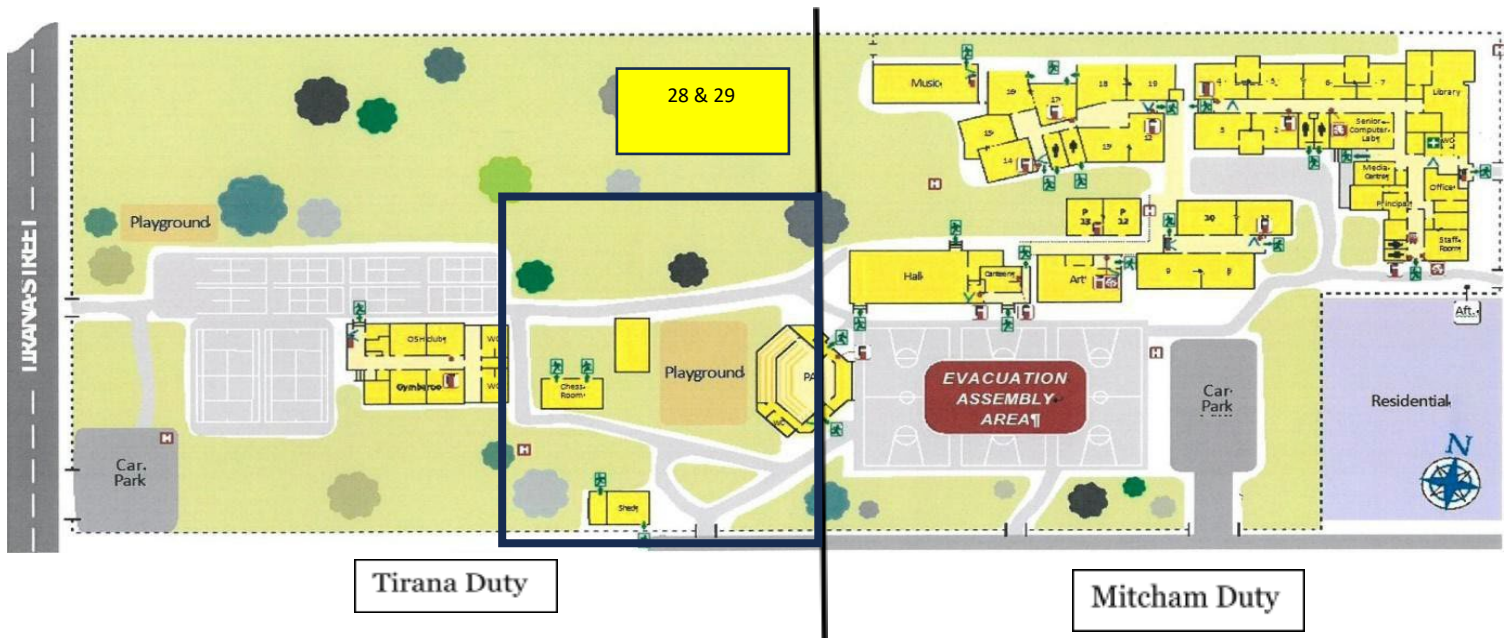
YARD DUTY

Teaching staff at Mitcam Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal [or alternative nominee] is responsible for preparing and communicating the yard duty roster on a regular basis. At Mitcam Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as at insert date April 2024) are outlined and included in the map of zones below.

Zone	Area
Mitcham Road	Back of the main office building through to the top grass area, shade sails, basketball courts and quadrangle.
Middle Area	Sandpit, junior and senior playground equipment.
Tirana Street	Chess centre, foursquare courts, top and bottom grass area, adventure net and tennis courts.



All school staff are provided with a safety/hi-vis vest which must be worn on yard duty. All staff on yard duty must carry a first aid yard duty bag and a walkie talkie whilst on duty at recess and lunch times. First aid yard duty bags and walkie talkies are stored in Room 5.

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 areas
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- affirm Mitcham Primary School's values and behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in Mitcham Primary School's *Behaviour Management Policy*
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate [in the maintenance logbook and incident report any major incidents]
- 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. The safety/hi-vis vest and walkie talkie are handed over to the relieving yard duty teacher.

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 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 use the walkie talkie to contact the office to alert them that the designated staff member has not relieved them and will 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.

WET DAY TIMETABLE AND EXTREME HEAT DAYS

In the event of extreme weather conditions (heat/wet day) student supervision is shared by the class teacher and another nominated staff teacher.

STUDENTS WITH ADDITIONAL NEEDS

Students with additional needs are supervised by a nominated staff member during recess and lunch times.

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 Assistant Principal/Year Level Coordinator 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. 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - Supervision (<https://www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx>)
 - Duty of Care (<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx>)
 - Child Safe Standards (<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/childsafestandards.aspx>)
 - Visitors in Schools (<https://www2.education.vic.gov.au/pal/visitors/policy>)



POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2024
Approved by	Principal
Next scheduled review date	April 26

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