



St Kilda Primary School Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 03 9534 3993

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at St Kilda primary 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

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

The school community will be informed at the beginning of each term via Compass when the school grounds are supervised and the action the school will take if the students arrive at school before supervision commences or after school when supervision ends. Before and after school, school staff will be available to supervise the general basketball asphalt area and the playground only. Parents and carers should not allow their children to attend SKPS outside of these hours unless they are supervised by an adult. Families are encouraged to contact our current Before and After care providers, Theircare at <http://theircare.com.au/> to find out more information about after hours supervision.

If a student arrives at school before supervision commences at the beginning of the day, the teacher who first sees the child will, as soon as practicable, follow up with the parent/carers by calling directly to:

- advise of the supervision arrangements before school (see below for after school)
- request that the parent/carers 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 the out of school hours care program at the parent/carers' expense
- contact Victoria Police and/or the Department of Fairness, Family and Housing (Child Protection) to arrange for the supervision, care and protection of the student.

Parents are asked that their children not ride their bikes, scooters or skateboards during these times (8.45 - 9.00am and 3.30 - 3.45pm). If a dog is brought into the yard it must be tied to the inside of the fence. School staff who are rostered on for before or after school supervision, must follow the processes outlined below.

Yard duty

All teaching staff at St Kilda Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At SKPS school staff will be designated a specific yard duty area to supervise each week as needs change.

Yard duty zones

The designated yard duty areas for our school as from Term 3, 2023 are Playground, Enchanted (Front) Garden, Nozomi and slide and Oval/Japanese Garden.



School staff must wear a provided safety/hi-vis vest and carry a First Aid bag whilst on yard duty. Safety/hi-vis vests will be stored in the sick bay.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored [insert detail]
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in [insert location].

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 teacher.

During yard duty, supervising 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)
- be alert and vigilant particularly around the Frog Bog/Forest, the Japanese Garden and the decking areas. This involves continually scanning the area and ensuring that all children are playing safely.
- encourage the children to respect nature which includes ensuring the children do not pull leaves, fruit or flowers from live trees or bushes, do not dig holes in the oval (except in the digging corner near Bubup Nairm).
- ensure children do not climb any trees at any time to any height.
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard. In the Enchanted Garden the children are allowed to move items but they are not allowed to climb on the fence, totem poles or buildings, eg the window sills. Teachers determine if they feel an action is unsafe and support the child in making better choices.
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in our Student Wellbeing and Engagement policy.
- ensure that students who require first aid assistance receive it as soon as practicable. Small injuries, such as a grazed knee, can be treated in the yard. More serious injuries, including any kind of head injury, must be checked and treated by the School Nurse. If a child is seriously injured they must not be moved and help brought to them.
- log any incidents or near misses as appropriate on eduSafe or Compass - Chronicles. CRTs are required to give feedback to one of the Leadership Team or School Nurse so that they can record the incident.

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 yard duty at the designated time, they should contact the Office 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 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 send a message to the office 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 duty staff member.

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 Office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

If children are required to remain inside during recess and lunchtime they are not allowed to access any digital equipment (computers, iPads or mobile phones) and the teacher must be present. Children are not allowed to remain inside any part of the school unless they are supervised by at least one adult. A teacher will not remain alone with an individual child in an internal space, e.g. classroom, library or specialist area, at any time.

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, including when external providers are engaged to conduct part or all of the activities. 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 Department of Education and Training Excursions Policy.

During school run events on the school grounds, such as working bees, picnics, etc, the parents/carers are responsible for the care and safety of their children at all times. Teachers are only responsible for students if they have requested that the students attend for a particular reason at a specific time, e.g. to run a stall at the fete.

Digital devices and virtual classroom

St Kilda Primary School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices when participating in virtual classrooms, e.g. Victorian High Ability Program.

St Kilda 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 within a classroom where staff can supervise and monitor the students' use of the technology at all times. [include content on where students will undertake virtual and remote learning while at school eg the library/break out space/ common area].

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

- student attendance will be monitored daily by the classroom teacher
- 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 a 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

When students need to attend the bathroom, go to the Office, collect a child from the Office, etc they always travel in pairs to ensure their safety at all times.

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 on our staff website
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website and parent reminders are posted on Compass at the beginning of each term.

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 Based Apprenticeships and Traineeships
- School Community Work
- Supervision of Students
- Visitors in Schools
- Work Experience

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2023
Approved by	Sue Higgins
Next scheduled review date	July 2025

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