

Yard Duty & Supervision Policy



Help for non-english speakers

If you need help to understand the information in this policy please contact Kalianna School on 03 5442 1311

Purpose

The purpose of this policy is to explain to staff Kalianna School's yard duty procedures and expectations for the appropriate supervision of students. 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.

Objective

To ensure that 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 and yard duty 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 Kalianna School including education support staff, casual relief teachers and visiting staff.

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

Kalianna School's grounds are supervised by school staff from 8:30 a.m., until 3:30 p.m. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the school oval, the front entrance of the school, the primary playground, senior lounge, library, cafeteria, MPR.



Yard Duty

All staff at Kalianna School are expected to assist with yard duty supervision and will be included in the weekly roster available on Sentral and the Drive.

The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Kalianna school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are:

Areas
Courtyard - 1 staff member
Multipurpose Room & Library - 1 staff member
Stadium - 1 staff member
Primary Playground - 2 staff members
Senior Lounge - 1 staff member
Big Playground & GagaPit - 1 staff member
Oval - 2 staff & 1 first aider
Cafeteria - 2 staff (first break & 1 staff second break)

School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staffroom far left cupboard above the photocopier area and teacher office areas.

School staff should ensure a charged radio is collected before the duty starts. The radio will connect you to all other yard duty staff, office staff and leadership, to

ensure communication is available when required.

Radios can be located:

Radio	Number of Radios	Location
Primary Playground	2	Primary wing
Library	1	Staff room
First Aid	1	Staff room
MPR	1	Caf
Courtyard	1	Staff room
Oval	2	Middles Wing
Senior Lounge	1	Senior Wing
Caf	1	Caf
1:1 radios	Several available	Throughout the Primary, Middle and Senior Wing.

Staff who are rostered for yard duty must remain in the designated area.

During yard duty, supervising school staff must follow our *'moves, scan and interact'* processes. These include:

- methodically move around the designated zone
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in any yard duty zone
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on edusafe.

If the supervising teacher is unable to conduct yard duty at the designated time, they should arrange their own swap with another staff member. If the supervising teacher needs to leave yard duty during the allocated time, they should contact the office via radio. They should not leave the designated area until the relieving staff member has arrived in the designated area.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

Classroom

Kalianna School has adopted the team teaching model which in almost all cases



facilitates that there will always be a classroom teacher in every room. If the classroom's teacher/s need to leave the room, they should first contact leadership to ask for a replacement. The teacher/teachers should then wait until a replacement staff member has arrived at the classroom before leaving. The classroom teachers are responsible for the supervision of all students in their care during class.

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 activity.

Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

For more information and Resources

<https://www2.education.vic.gov.au/pal/supervision-students/policy>

<https://www2.education.vic.gov.au/pal/duty-of-care/policy>

Policy Review and approval

Policy last reviewed	September 2023
Approved by	Principal
Next scheduled review date	September 2025