



# YARD DUTY AND SUPERVISION POLICY

Yarra Ranges Special Developmental School (YRSDS) understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

All staff participate in YRSDS yard duty and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

School staff are rostered on for yard duty during recess and lunch. Each school section submits their duty roster to their team leader. Students are supervised before school at 8:50am. After school, staff supervise until 3:10pm. Students on school grounds outside these times will **not** be supervised unless by prior arrangement with the principal or assistant principal.

The majority of students at YRSDS travel to and from school by DET funded school transport. Students will be supervised by school staff at all times as they board and alight from school buses. Student transport is electronically tracked on an attendance roll by Crown Coaches staff and the school Transport Coordinator (assistant principal).

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending after school care, or a pre-arranged supervised activity.

YRSDS has in place a number of internal policies and procedures in place to respond to specific circumstances and potential risks in schools, including:

- camps and excursions
- First Aid
- grounds management and tree maintenance
- personal property.

School staff, parents and students are encouraged to speak to our principal, or leadership team, if you have any concerns about potential risks at our school, or our duty of care obligations.

## Yard duty

**Students must be supervised at all times by a responsible adult i.e. teacher or education support staff member.** As far as possible section team leaders will ensure that at least one teacher is on duty in section playgrounds at all times. However it is acknowledged that on occasions due to unforeseen circumstances (e.g. accident or medical event) an Education Support Staff member may be responsible for a small group of students.

All staff at YRSDS are expected to assist with yard duty supervision and will be included in the section yard duty roster.

At YRSDS classrooms have the option to be flexible with their break times, choosing their recess break times to fit in best with student learning programs and engagement. Classroom staff conduct their own class playground supervision in coordination with their section team.

An exception to this being that Lower Middle and Upper Middle classes make every effort to ensure that they play at different times, to limit congestion in the playground spaces that both sections use. Each class has a staff member allocated to support playtime supervision of students, and if additional playtime support is required this is to be communicated to the team leader.

The principal or team leader is responsible for preparing and communicating the yard duty roster on a regular basis. At YRSDS, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as of term 3, 2018 are the relevant section play areas:



Staff who are rostered for yard duty must remain in the designated area until they are replaced by another staff member.

During yard duty, supervising staff must:

- methodically move around the playground engaging students
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- make the most of opportunities to explicitly teach desired behaviours and follow the SWPBS framework as set out in our school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on RISC or Edusafe

- use their personal mobile phone ONLY IF NECESSARY i.e. in an emergency.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the team leader **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 team leader 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/call assistant principal 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 communicate with the supervising yard duty staff member.

## Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. **Students must be supervised at all times by a responsible adult.** This may be a teacher or an Education Support Staff person.

If a member of the classroom team needs to leave the classroom for a short period they should notify the other staff member in the room, handing over responsibility. The section team leader should be notified so that additional support can be arranged if required.

If a member of the classroom team needs to leave the classroom for an extended period of time, they should in the first instance contact the team leader for assistance. In the second contact the front office. The staff member should then wait until another staff member has arrived at the classroom 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.

## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

## REVIEW CYCLE

This policy was last updated in June 2018 and is scheduled for review in June 2019. This policy will also be updated if significant changes are made to school grounds that require a revision of YRSDS Yard Duty and Supervision Policy.

