

Date
July 2019

MELTON WEST PRIMARY SCHOOL YARD DUTY AND SUPERVISION POLICY

1. PURPOSE

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

2. POLICY STATEMENT

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 Melton West 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.

3. IMPLEMENTATION

Before and after school

Melton West Primary School's grounds are supervised by school staff from 8:35am until 3:20pm Outside of these hours; school staff will not be available to supervise students.

Teachers supervise in the yard from:

8:35-8:50am and 3:05pm until 3:20pm.

The library is open from 8:30am until 8:50am and Breakfast Club is available from 8:15am until 8:45am

Parents and carers should not allow their children to attend Melton West Primary School outside of these hours. Families are encouraged to contact Extend via email – extend.com.au for more information about the after school care facilities available to our school community.

If a student arrives at school before 8:35am, they will be asked to go to the library or to breakfast club. If a student arrives prior to 8:15am, 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
- 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.

Yard duty

All staff at Melton West 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 Melton West Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as of July 2019) are

Area	Area
Area A – Asphalt area and canteen.	Any sports activities involving kicking balls- please direct to the oval.
Area B – North half of oval	North half of oval including grades 1-3 play equipment, around portables, Play POD, sandpit and back of the BER building. Please supervise pack up of Play POD at 1:55pm.
Area C – South half of oval	Area C – South half of oval including 4-6 play equipment and sandpit.
Area D – Pergola, toilets and turf area outside the library	The pergola is a passive play space- please ask students to refrain from running through this area.
BER- Area	Turf area outside the BER building, back walkway behind OL2 along the fence and the walkway between the BER building, Prep building, Prep play equipment and toilets
Library- Supervising students	Please announce library is open and open up the door that leads outside to the pergola. The library will be open to students to read, watch a movie, play board games and draw. There are cupboards under the main bench that contain games and craft/drawing materials. Please get these out, set up for students, and ensure they are packed away neatly. Please stop students before music to pack up and ensure the library is left tidy.

School staff must wear a provided safety/hi-vis vest and carry a personal first aid bag whilst on yard duty. Safety/hi-vis vests and bags will be provided for individual teachers

Staff who are rostered for yard duty must remain in the designated area for the entire supervision time and not leave the area until all children have vacated the area.

During yard duty, 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 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 Sentral.

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.

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 at any time during a lesson, they should first contact the front office and/or Assistant Principal 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, 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.

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 on July 2019 and is scheduled for review on July 2020. This policy will also be updated if significant changes are made to school grounds that require a revision of Melton West Primary School's Yard Duty and Supervision Policy.

Date Reviewed: (School Council Endorsement)	Not required
Date of Last Review	July 2019
Next Review Due Date	July 2020
Responsible for Review	Assistant Principal
Frequency of Review	1 year review cycle
References	Victorian Government Schools Policy Advisory Guide

