



WILLIAMSTOWN NORTH PRIMARY SCHOOL No. 1409

RESPECT

RESILIENCE

RESPONSIBILITY

DOING YOUR BEST

YARD DUTY & SUPERVISION POLICY

Date: April 2021

1. PURPOSE

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

2. 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 Williamstown North 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. POLICY

3.1 Before and after school

Williamstown North Primary School, grounds are supervised by school staff from 8:45AM until 3:45PM. Outside of these hours, school staff will not be available to supervise students. Primarily this supervision is undertaken by the Principal class of the school, in two areas, Area A and Area B & C combined (outlined below). Only two staff are required at these times due to the higher number of parents also present in the school yard.

Parents and carers should not allow their children to attend Williamstown North Primary School outside of these hours. Families are encouraged to contact OSHClub on [1300 395 735](tel:1300395735) or refer to <https://www.oshclub.com.au/contact-us/> for more information about the before and after school.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

If a student arrives at school before supervision commences at the beginning of the day, the principal or 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.

3.2 Yard duty

Staff at Williamstown North Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. This includes teaching staff and ES staff members that work directly in-class with students.

The assistant principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Williamstown North Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as of Term 2, 2021 are:

Zone	Area
Area A	The Junior playground at the front of the school on Melbourne Road, including the play equipment and 'green' playing areas.
Area B – Play Equipment	The large play equipment surrounding the large oak tree at the back of the school, along Burgoyne Lane and including the asphalt area and basketball court in front.
Area B – Green Field	The large play equipment surrounding the eating tree at the back of the school, along Burgoyne Lane and including the asphalt area and basketball court in front.
Area C	Seating area in front of the Canteen and small area in front of Room 25, the basketball court and 'Tasmania' (artificial turf area), walkway from Room 26 to 33 and the peppercorn tree area between Room 33 and the two storey buildings.



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are provided to individual staff members and spare vests are available at the main office for CRTs.

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,
 - 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 the *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 in Playground Supervision Book. For any serious behaviour the Principal/Assistant Principals will log the details on Compass. If a child receives a serious injury, this will be recorded on Edusafe,
 - if being relieved of their yard duty shift by another staff member, 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 needs to leave playground while on duty, they should contact the Assistant Principals by phone or by sending a student/s to the General office. Under no circumstances should a teacher leave their designated area until a relieving staff member has arrived.

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.

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

3.3 Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave their classroom at any time during a lesson, they should first contact the Administration staff, Principal, Principal/Assistant Principals for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Students must not be left unsupervised at any time.

3.4 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.

4. FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library:
 - [Supervision of Students](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

5. REVIEW CYCLE

This policy was last updated on 22/04/2021 and is scheduled for review on 22/04/2024. This policy will also be updated if significant changes are made to school grounds that require a revision of Williamstown North Primary School Yard Duty and Supervision Policy.