## YaLloyd Street primary School

# Help for non-English speakers

If you need help to understand the information in this policy, please contact Lloyd Street Primary School on 03 9573 4600 or lloyd.street.ps@education.vic.gov.au.

# Purpose

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

# Scope

This policy applies to all teaching and non-teaching staff at Lloyd Street Primary School, including education support staff, casual relief teachers and visiting teachers.

# Implementation

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

Lloyd Street Primary School’s grounds are supervised by school staff outside of the regular school day from 8:45 - 9:00am and 3:30 - 3:45pm. A staff member will be rostered on to supervise the terrace two area at these times. Outside of these hours, school staff will not be available to supervise students with the exception of jogging club.

Students who participate in jogging club from 8.15 until 8.45 on relevant days will be supervised by the PE teacher during this time - ONLY when Jogging Club is operating. The scheduling of Jogging Club will be communicated to parents and carers.

If parents or carers require their children to be supervised at school beyond these times they must be booked into out of school hours with Team Kids. Out of school hours operates from 7.00 – 8:45am and 3.30 to 6.00pm.

Parents and carers will be advised through reminders in our newsletter or new items in Compass that they should not allow their children to attend Lloyd Street Primary School outside of these hours. Families are encouraged to contact our school for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the class teacher, Principal or nominee staff member will follow up with the parent/carer to advise of the supervision arrangements before school andrequest that the parent/carer make alternate arrangements including Team Kids.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will choose an appropriate action from the following:

* attempt to contact the parents/carers
* attempt to contact the emergency contacts
* place the student in an out of school hours care program (if available and the parent consents)
* contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

## Yard duty

All staff at Lloyd Street 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 Lloyd Street Primary School, school staff will be designated a specific yard duty area to supervise as per the requirements in the roster document.

## Yard duty zones

The designated yard duty areas for our school from term 1, 2023 are:

| **Zone** | **Area** |
| --- | --- |
| Terrace 1 (Out of bounds area) | Front area of the school on Lloyd Street |
| Terrace 2 | Asphalt area between main building and Gym building, including area around the gym, junior playgrounds and portables. |
| Terrace 3 and 4 | Synthetic turf area and lower playground and sand pit areas |
| Library | Second floor of main building (1st half lunch only) |
| Sick bay | next to the staff room (only staff with L2/ Snr first aid complete this duty) |

**Yard duty equipment**

School staff must:

* wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored with bum bag first aid kit outside the staffroom.
* carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in outside the staffroom.
* Be familiar with the yard duty information pack containing student health and safety information stored in teh bum bags and located in the staffrooom

**Yard duty responsibilities**

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

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
* 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 your school’s *Student* *Engagement and Wellbeing* policy
* ensure that students who require first aid assistance receive it as soon as practicable by yaerd duty teacher or sent to first aid room.
* log any incidents or near misses as appropriate on Compass Chronicle
* 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 shouldcontact the Assistant Principal with as much notice as possible prior to the relevant yard duty shiftto 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.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a student to the staffroom or call the office on their mobile and not leave the designated area until a replacement staff member has arrived.

## Students will be encouraged to speak to the supervising yard duty staff member. if they require assistance during recess or lunchtime.

## 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 office or Year Level Coordinator 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 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](https://www2.education.vic.gov.au/pal/excursions/policy).

## Digital devices and virtual classroom

Lloyd Street Primary School follows the Department’s [Cybersafety and Responsible Use of Technologies Policy](https://www2.education.vic.gov.au/pal/cybersafety/policy) with respect to supervision of students using digital devices.

Lloyd Street 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 in the adjacent break out space or common area if not being supervised by another teacher in a separate area.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home and student attendance will be monitored daily. Any wellbeing or safety concerns for the student will be managed in accordance with our usual processes inlcuded in 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 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

Students using the toilets during learning time are expected to go in pairs only with consentd of the supervising teacher.

# COMMUNICATION

This policy will be communicated to our school community in the following ways:

* Available on the school website
* available in Compass, school documentation section
* Included in staff induction processes
* Discussed at staff briefings or meetings, as required
* Included in our staff handbook
* 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 sent at the beginning of each term in our school newsletter.

# Further Information and resources

This policy should be read in conjunction with the following policies on the Department’s Policy and Advisory Library (PAL):

* [Child Safe Standards](https://www2.education.vic.gov.au/pal/child-safe-standards/policy)
* [Cybersafety and Responsible Use of Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy)
* [Duty of Care](https://www2.education.vic.gov.au/pal/duty-of-care/policy)
* [Excursions](https://www2.education.vic.gov.au/pal/excursions/policy)

# Policy Review and Approval

| Policy last reviewed | June 2023 |
| --- | --- |
| Approved by | Principal  |
| Next scheduled review date | April 2025 |

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