



Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office at Rosanna Golf Links Primary School 9457 4178.

Purpose

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

Scope

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

Policy

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

Rosanna Golf Links Primary School's 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.

Before and after school each day, school staff will be available to supervise the front school entrance on Interlaken Parade and the rear entrance on Finlayson Street.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend RGLPS outside of these hours. Families are encouraged to contact OSHC Coordinator or refer to TheirCare for more information about the before and after school care facilities available to the school community.

If a student arrives at school before supervision commences at the beginning of the day, the Principal, Assistant 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



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- attempt to contact the emergency contacts
- place the student in an out of school hours care program with TheirCare
- 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

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

All staff at Rosanna Golf Links 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 Rosanna Golf Links Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as at insert date eg Term 4, 2024) are: (see also Appendix 1 - Yard Duty Area School Map)

| Zone | Area |
|------------|---|
| Oval | Oval including Frog Pond and area around the water tank and pump station |
| Middle | Space between the Prep building, the Hall and portables and the junior playground near the science room |
| Basketball | Basketball Court and Playground behind BER (Music and Art room) |
| Front | Triangle and playground behind 5/6 portables |

School staff must wear a provided safety/hi-vis vest and carry the bag with basic first aid equipment and emergency cards whilst on yard duty. Each RGLPS staff member has been provided with their own safety/hi-vis vests and bag to store in their classroom or office.

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 your school's [Student Engagement and Wellbeing policy](#)



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- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass
- 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.
- Staff are required to wear hats while on yard duty in-line with our [Sunsmart Policy](#)
- School staff are recommended to carry their mobile phone for communication purposes whilst on yard duty.

A roster system will be used to timetable staff members for yard or indoors in the case of inclement weather supervision. This may include in the event of wet weather, extreme heat or windy conditions.

Casual Relief Teachers are allocated yard duty shifts by the Daily Organiser/Assistant Principal. Yard duty times and locations are recorded on the 'CRT Daily Schedule' that CRTs are provided with at the start of each day of CRT work at the school.

Staff members who cannot fulfill their yard duty obligations due to long planned appointments or excursions etc, are required to either make a swap with another staff member or discuss the matter with the Assistant Principal.

If the supervising staff member is unable to fulfill their yard duty at the designated time, they should contact the Assistant Principal (or if unavailable, a member of the Leadership Team). This should be done 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 their allocated time, they should contact the Assistant Principal (or if unavailable, a member of the Leadership Team). The staff member should not leave their designated supervision area until a relieving staff member has arrived to replace them.

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 and not leave their designated area until a replacement staff member has arrived.

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 unattended at any time during a lesson, they should first contact the Assistant Principal or an available member of the Leadership Team 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



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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](#).

Digital devices and virtual classroom

Rosanna Golf Links Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with a 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.

Communication

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Regularly included as a reference in our school newsletter
- 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 regularly through our school newsletter.

Further Information and Resources

The Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)



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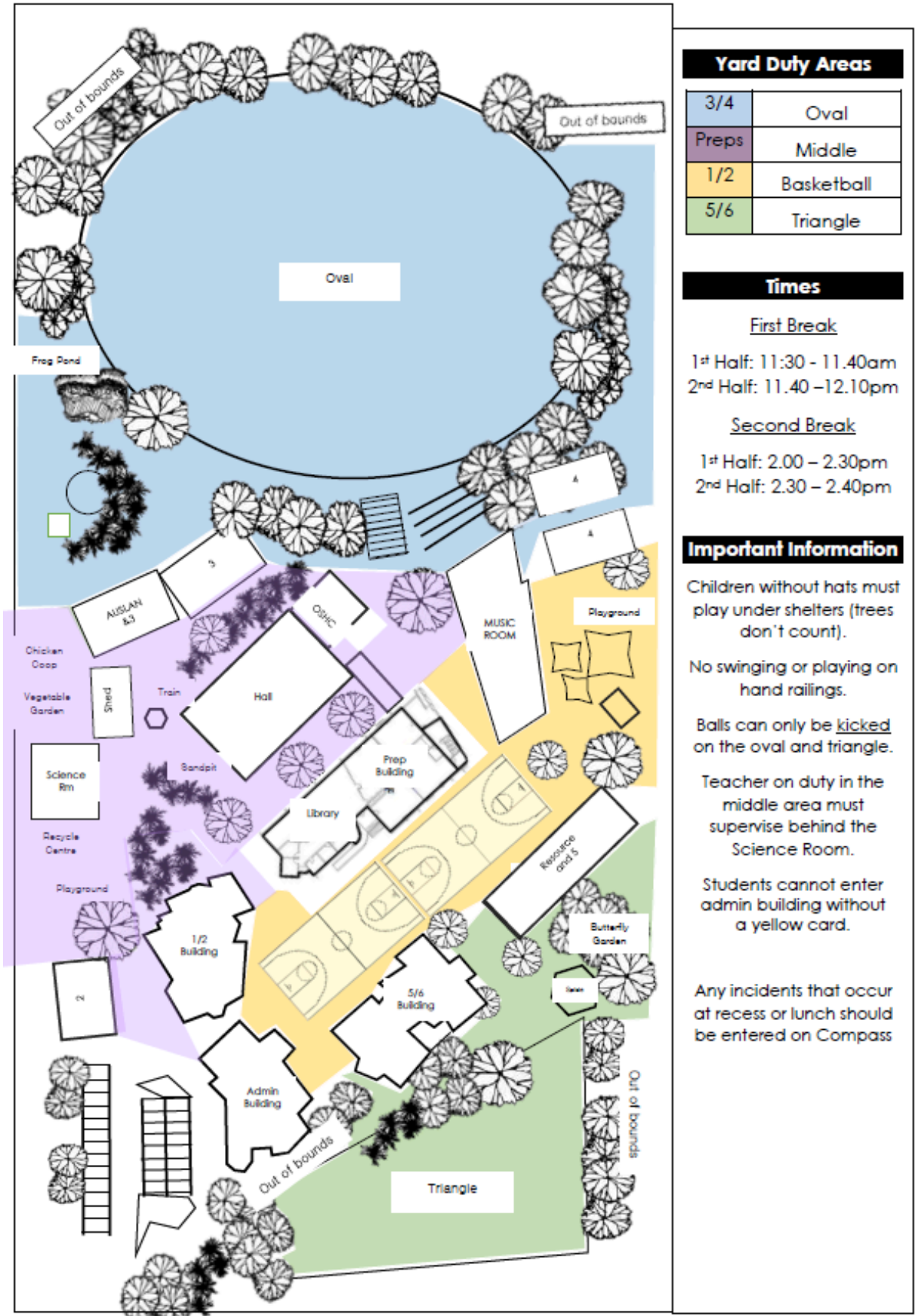
Policy Review and Approval

| | |
|----------------------------|--------------|
| Policy last reviewed | October 2024 |
| Approved by | Principal |
| Next scheduled review date | October 2026 |

This policy will also be updated if significant changes are made to the school grounds that require a revision of Rosanna Golf Links Primary School's Yard Duty and Supervision Policy.

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Appendix 1: Yard Duty Area School Map



Yard Duty Areas

| | |
|-------|------------|
| 3/4 | Oval |
| Preps | Middle |
| 1/2 | Basketball |
| 5/6 | Triangle |

Times

First Break
 1st Half: 11:30 - 11.40am
 2nd Half: 11.40 - 12.10pm

Second Break
 1st Half: 2.00 - 2.30pm
 2nd Half: 2.30 - 2.40pm

Important Information

- Children without hats must play under shelters (trees don't count).
- No swinging or playing on hand railings.
- Balls can only be kicked on the oval and triangle.
- Teacher on duty in the middle area must supervise behind the Science Room.
- Students cannot enter admin building without a yellow card.
- Any incidents that occur at recess or lunch should be entered on Compass