

# MOOROOLBARK GRAMMAR

## Yard Duty and Supervision Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

**Phone:** 03 972 73032

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### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Mooroolbark Grammar, including education support staff, casual relief teachers, pre-service teachers and visiting teachers.

### POLICY IMPLEMENTATION

Mooroolbark Grammar is committed to providing a safe environment for all our students when they are in the care of the school. Mooroolbark Grammar and its teachers owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. The provision of adequate supervision is fundamental to ensuring that Mooroolbark Grammar meets its duty of care obligations.

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. (For more information refer to our *Duty of Care Policy*)

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.

Supervision is provided to students having consideration to the degree of care needed for the protection of students and having regard to:

- their age, skill and experience
- any physical and/or intellectual impairments
- existing medical conditions
- known behavioural characteristics
- the nature of activities being undertaken and hazards

All supervising staff receive first aid training and adequate first aid facilities are available (refer to our *First Aid and Care for Ill Students Policy*).

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### Before and after school

Mooroolbark Grammar is committed to ensuring student safety and requires and expects parental co-operation in managing safety issues immediately before and immediately after school. Mooroolbark Grammar's grounds are supervised by school staff 30 minutes before and after school (from 8.30am until 3.45pm). Outside of these hours, school staff will not be available to supervise students.

Where school activities (such as sport or band practice) are arranged before or after school, appropriate supervision will be provided for attending students depending on the time and location of the activity. Parents are informed of supervision arrangements and are made aware that students who attend school outside established supervision times may not be supervised and may not receive the care that is normal during the school day.

Parents and carers will be advised through notification on our website or communication portal about before and after school supervision.

If a student arrives at school before supervision commences at the beginning of the day, 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 (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 Mooroolbark Grammar are expected to assist with yard duty supervision and will be included in the weekly roster. Playgrounds are supervised by staff immediately before and after school, and during recess and lunch times.

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

### Yard duty equipment

School staff must:

- Be aware of the yard duty first aid bag stored in the first aid room.
- Be familiar with the yard duty information pack containing student health and safety information

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Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

### 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 school 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 the school's *Student Engagement and Pastoral Care Policy*
- enforce playground rules consistently, fairly and equitably
- ensure that students who require first aid assistance receive it as soon as practicable
- promptly deal with accidents and incidents through appropriate treatment and/or intervention
- student injuries and any near misses are recorded as appropriate and corrective action implemented where required via our online Compass portal.
- If being relieved of their yard duty shift by another staff member (for example, where the shift is *split* into 2 consecutive time periods), the staff member must ensure that a brief, but adequate verbal *handover* is given to the relieving 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 should contact the 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 principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office or call the principal, and not leave the designated area until a relieving 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.

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### Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. In particular teachers should be vigilant to ensure:

- adequate age-appropriate supervision in regard to the nature of the activities being undertaken
- proper use of any equipment
- proper handling of any hazardous substance (where applicable)
- proper use of relevant protective equipment (where applicable)

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the teacher in an adjoining classroom or the principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

### School activities, camps and excursions

The principal and teachers 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 *Camps and Excursions Policy*.

### Digital devices and virtual classroom

Mooroolbark Grammar will ensure appropriate supervision of students using digital devices at school and/or when participating in remote and flexible learning environments while on school site. Any students onsite during any period of remote learning, will be supervised while at school in a common area, and the following will apply:

- student attendance will be monitored twice daily
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our *Student Engagement and Pastoral Care Policy* and our *Child Safety Responding and Reporting Policy and Procedures* for further information.

**Note:** Parents are responsible for the appropriate supervision of students accessing virtual classrooms from home.

### 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.

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In the event of any mandatory period of remote or flexible learning our school will follow the operations guidance issued by the Victorian Government.

### Playground Inspections and Maintenance

Serious injuries from playground accidents can occur from inadequate supervision, inappropriate games, lack of maintenance of playground equipment, overcrowded play areas and contamination from dangerous items such as broken glass and syringes. Each hazard has the capacity to pose a risk to the safety of students.

Mooroolbark Grammar has implemented the following preventative measures to minimise the risk of playground accidents and injuries:

- risks associated with playground accidents are regularly assessed
- playgrounds are regularly inspected for potential safety hazards
- any dangerous items such as broken glass or syringes are promptly removed
- playground equipment is properly maintained.
- playground activities before and after school, during recess and lunch are supervised by teaching staff to minimise the risks of playground accidents and injuries.

Refer to our *Buildings Facilities and Grounds Policy* for more information on how our school ensures the premises is maintained to minimise the risk of harm to students.

### COMMUNICATION

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

- Available publicly on our school's website and through the school's communication portal
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- 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

#### Related School Policies/Documents:

- Buildings Facilities and Grounds Policy
- Child Safe Code of Conduct and Statement of Commitment
- Child Safety Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures

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- Duty of Care Policy
- Statement of Values and School Philosophy
- Student Engagement and Pastoral Care Policy

Victorian Government guidance relevant to this policy:

- [Child Safe Standards](#)

### POLICY REVIEW AND APPROVAL

This policy will be reviewed every 2 years and will also be updated if significant changes are made to school grounds that require a revision of the school's yard duty and supervision arrangements.

Policy last reviewed	July 2022
Approved by	Principal
Consultation (Recommended)	Noted at Governing Board meeting July 2022
Next scheduled review date	July 2024