



YARD DUTY AND SUPERVISION POLICY

MILDURA SOUTH PRIMARY SCHOOL



Help for non-English speakers

If you need help to understand the information in this policy please contact Mildura South Primary School on 50232148

PURPOSE

The purpose of this policy is to explain to staff Mildura South Primary School's yard duty procedures and expectations for the appropriate supervision of students. Appropriate supervision is an important strategy to monitor student safety and enables staff to identify and respond to possible risks at school as they arise. It is also plays a vital role in helping schools to discharge their duty of care to students.

OBJECTIVE

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

SCOPE

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.

This policy applies to all teaching and non-teaching staff at Mildura South 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.

POLICY

Before and after school

Mildura South Primary School's grounds are supervised by school staff from 8:30pm until 3:50pm. Outside of these hours, school staff will not be available to supervise students.

Students who attend school outside of these hours are encouraged to report to the office until supervision is available or until collected by a parent or carer.

Before school care and after school care enrolment is also encouraged for families. Please contact our Out of School Care Coordinator on 50186028 or 0408232143 for further information.

Yard duty

All teaching staff at Mildura South Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. (See appendix A)

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Mildura South Primary School, school staff will be designated a specific yard duty area or Well-being Space to supervise.

Each staff member has been provided with their own personal Safety/hi-vis vests and yard duty bags are stored at the office.

Staff who are rostered for Yard Duty or the Wellbeing Space must remain in the designated area until they are replaced by a relieving teacher.

During Yard Duty, supervising school staff must: (See Appendix B)

If the supervising teacher 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 teacher 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 teacher has arrived in the designated area.

Students requiring assistance during recess or lunchtime, will be able to 'seek help' from the supervising yard duty teacher.

At the end of the day the following areas are supervised: Scooter Shed/Bike Shed, Gym Gate, Crossing Gate, Bus and the Front Gate. These areas have a teacher rostered daily from 3.30 until 3.45. If any children are remaining at this time they will be escorted to the office where their parents/care givers will be contacted.

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, he or she should first contact Year Level Coordinator, Assistant Principal or 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

Please refer to our Camps and Excursions Policy.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

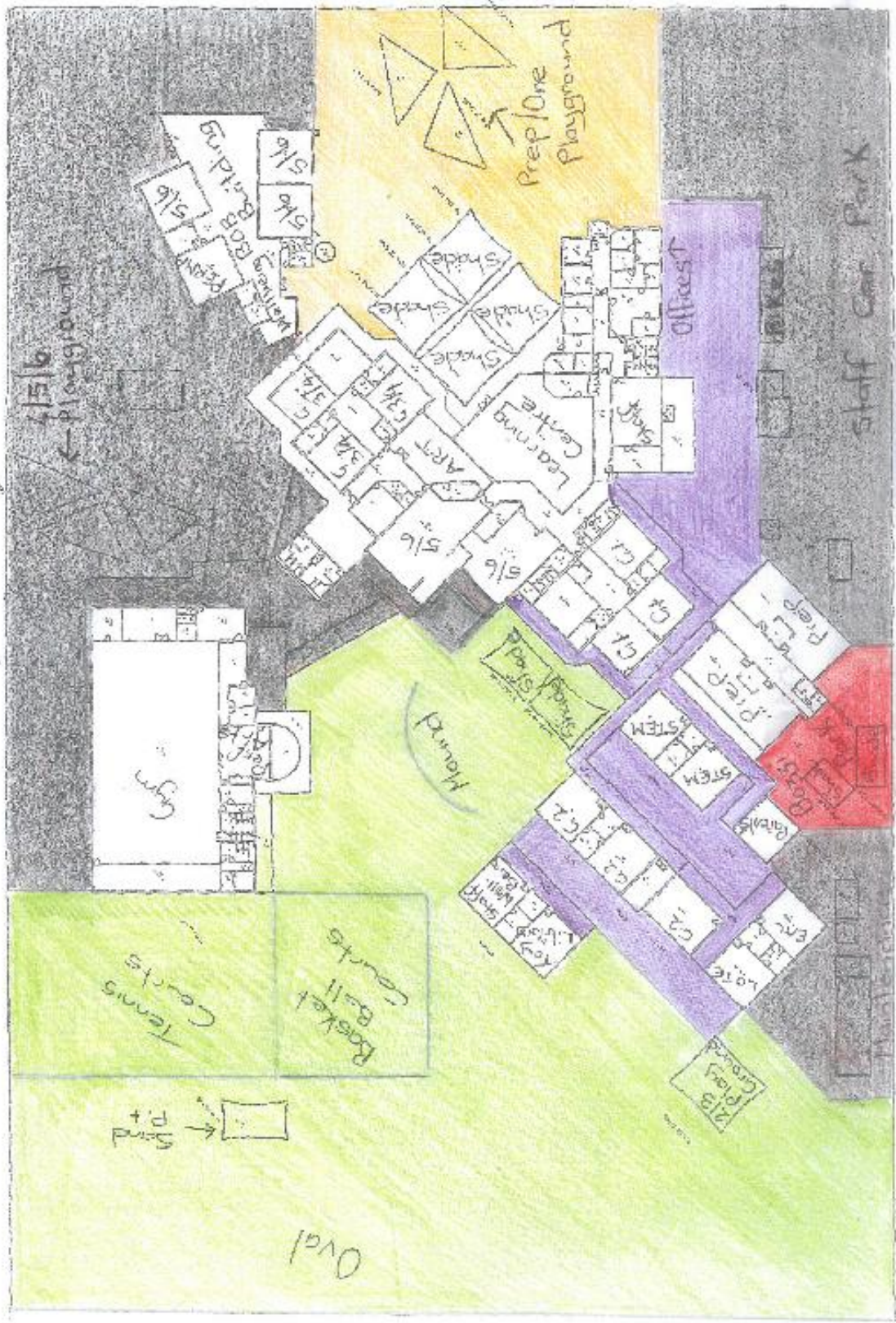
POLICY REVIEW AND APPROVAL

Policy last reviewed	18/8/23
Approved by	Principal – Marie -Therese Milani
Next scheduled review date	18/8/25

Appendix A

Prep - Grade 2 Yard Supervision

ALBERT STREET

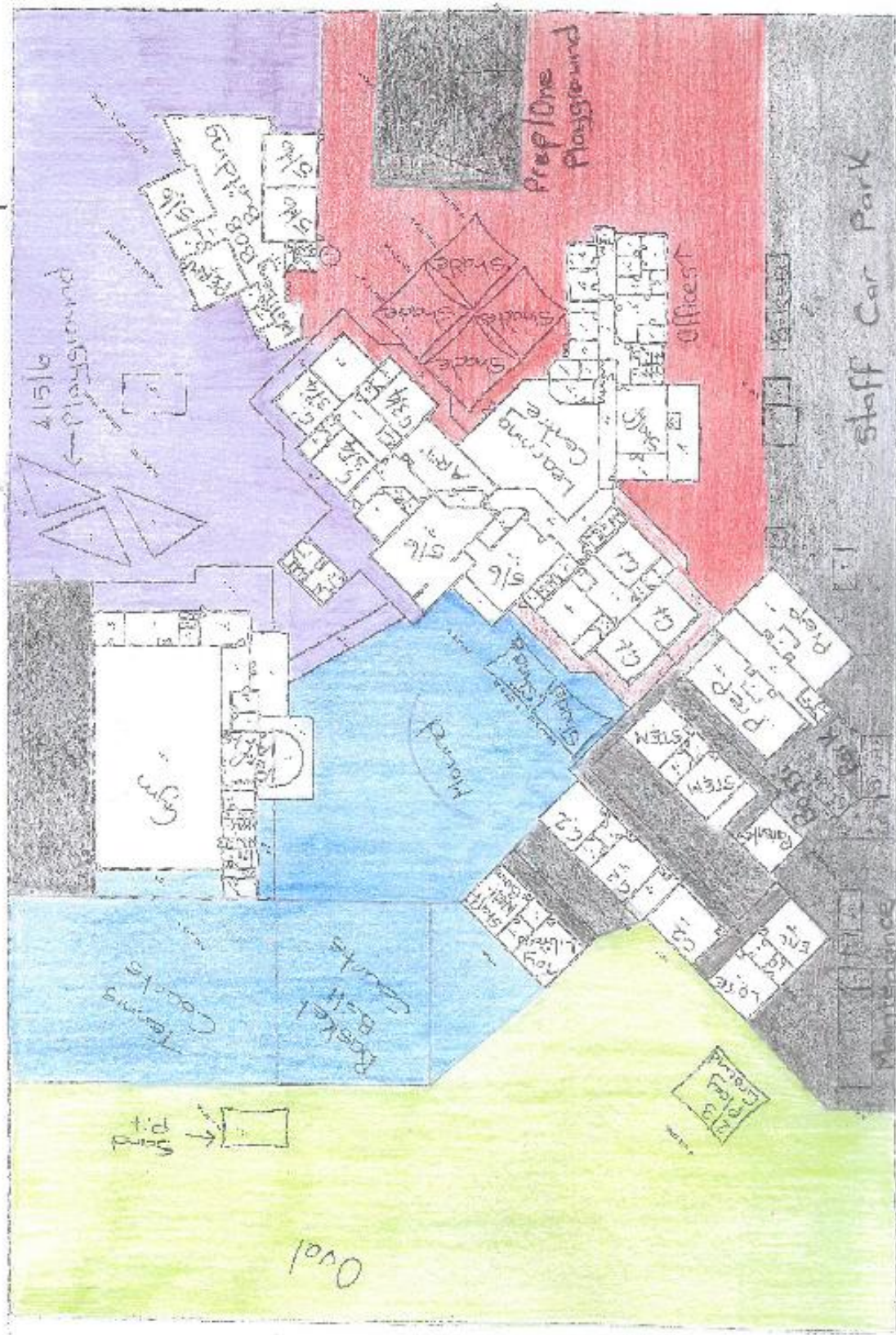


DEAKIN AVENUE

- Area 1
- Area 2
- Area 3
- Bossi Park
- Out of Bounds

Grade 3-6 Yard Supervision

ALBERT STREET



- Area 1
- Area 2
- Area 3
- Area 4
- Out of Bounds

Appendix B

STUDENT SUPERVISION PROTOCOLS 2023

The safety and wellbeing of students at Mildura South is of the highest priority as is reflected through many school policies and procedures. This applies particularly in regard to yard supervision.

In these times of increasing scrutiny and accountability and instances of litigation involving schools, it is in the interests of all concerned to have a very clear understanding of the expectations and designated procedures pertaining to student supervision.

In light of the above, the following important information is provided;

- The Yard has been divided into four designated areas and teachers are allocated a particular area to supervise.
- A yard supervision roster will be supplied to all staff and displayed in the staff room.
- Any proposed changes to this roster are to be emailed to the Assistant Principal before they are implemented. All staff will be kept updated in regard to any alterations.
- Staff are expected to walk around their designated area providing active supervision and dealing with issues by providing help, while also remaining vigilant in regard to matters of health and safety at all times.
- Staff are to be punctual in arriving at their designated duty area.
- Supervising staff are equipped with a high visibility vest, mobile phone and bag.

Well Being Space

Teachers are asked to follow the protocols below when supporting students in the Wellbeing Space:-

- Students understand that technology is not used in the Wellbeing Space.
- Students use the Wellbeing Space to self-regulate and calm. Students who need “play” to calm will be directed to Bozzi Park (infants) or an ESO may be allocated to support the student outside.
- The supervising teacher will encourage students to keep the area clean as this promotes a sense of calm.
- When a student is brought in by a friend/s, thank them for supporting the student and reassure them that their friend will be looked after and then redirect them back outside.
- There are 4 main spaces in the Wellbeing Area – The quiet room (no lights on, couches, calm music, door that cannot lock), the table areas (students may draw, colour in, play with Lego or Playdough), the general area (couches, armchair) and the Breakfast Club Area.
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- Students are only allowed in the Wellbeing Teacher's office if a teacher is in there also. This room may contain confidential files and can also lock.
- Teachers on Yard Duty will ring the Wellbeing Area for advice or support.

Children Inside During Recess/Lunch

Students who are inside before school, at lunch or recess must be supervised at all times.