



PORT PHILLIP
Specialist School

YARD DUTY AND SUPERVISION POLICY

PORT PHILLIP SPECIALIST SCHOOL

PURPOSE

To ensure 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 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 Port Phillip Specialist 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

Port Phillip Specialist School's grounds are supervised by school staff from 8:50am until 3pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Port Phillip Specialist School outside of these hours. 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)
- 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.

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



Yard duty

All staff at Port Phillip Specialist School are expected to assist with yard duty supervision and will be included in the weekly roster. Yard duty is not delegable and if you have any concerns, you must report to the Assistant Principal or Principal.

The Principal or Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Port Phillip Specialist School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school Term 1, 2001 are

Zone	Area
Zone 1	Senior Yard
Zone 2	Junior Yard
Zone 3	Peppercorn Yard

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored hung at the entrance to the playground daily.

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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on SENTRAL and on a Student incident form to be submitted to the office
- 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 should contact the Assistant Principal or Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.



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If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Assistant Principal or 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 not leave the 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 front office or Assistant Principal for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Child Safe Standards

All children and young people have the right to protection in their best interests. At Port Phillip Specialist School, we consider the health, safety and wellbeing of all children and young people to be our highest priority. We strive to ensure the safety and wellbeing of children and young people at our school at all times. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently. We are committed to creating a safe, respectful and inclusive school environment where all students can be happy, confident and resilient, regardless of their sexual or gender identity, cultural background disability or other circumstances. We take account of the diversity of all children, including the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and vulnerable children.

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.

FURTHER INFORMATION AND RESOURCES

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



REVIEW CYCLE

This policy was last updated on May 2019 and is scheduled for review on May 2021. This policy will also be updated if significant changes are made to school grounds that require a revision of Port Phillip Specialist School's Yard Duty and Supervision Policy.

School Name / Department 5145		Policy name – Yard Duty Policy			
Owner: Port Phillip Specialist School	Approved by: School Council	Date: May 2019	Version 2	Page 4 of 4	