



MOSSFIEL PRIMARY SCHOOL

YARD DUTY POLICY

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 Mossfiel 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

Mossfiel Primary School's grounds are supervised by school staff from 8:35am until 3:20pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, staff will be available to supervise the school grounds. School grounds are supervised before school at 8:35am. After school, classroom teachers supervise for 5 minutes outside their classroom and staff members supervise outside each building block and the Strang street gate. Another staff member also supervises the school grounds until 3:20pm, encouraging students yet to be picked up to go sit on the green seat near the sick bay. If the student fails to be picked up by 3:20pm the staff member escorts the students to the office area and attempts to make contact with the parents/carers.

Parents and carers should not allow their children to attend Mossfiel Primary School outside of these hours. Families are encouraged to contact Bev Smith on 9749 1227 or refer to the school website at www.mossfielps.vic.edu.au 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 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, depending on numbers, and timeframe)

- 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.

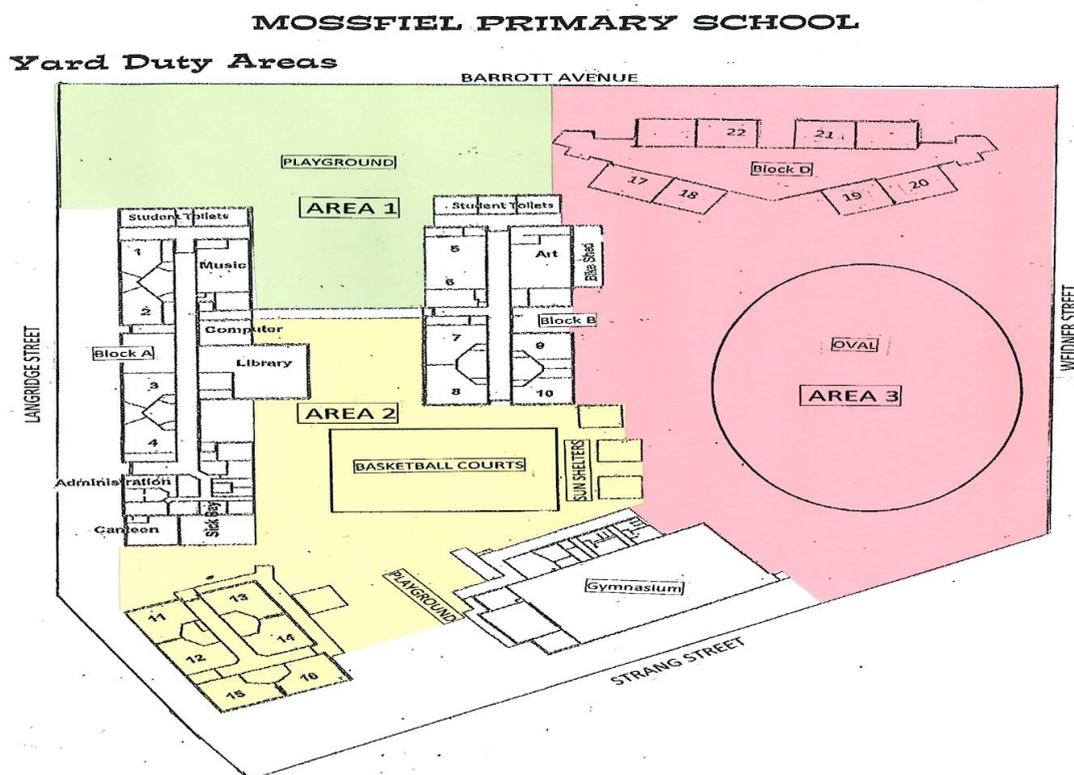
Yard duty

All staff at Mossfiel Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal, Andrew Morrison, is responsible for preparing and communicating the yard duty roster on a regular basis. At Mossfiel Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at 27th April, 2020 are

Zone	Area
Zone 1	F-2 Playground and East quadrant
Zone 2	Basketball/netball courts and west quadrant
Zone 3	Oval



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are located in the yard duty bag.

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. Staff supervising zone 1 should always position themselves so they can see the sand pit near the waste bins. Staff supervising zone 2 should make the canteen area a priority at the beginning of lunch and recess. Teachers supervising a zone with an ES member should always have the ES member in their line of sight in case assistance is required.
- be alert and vigilant, especially students near out of bounds areas.
- 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 Mossfiel Primary 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 Compass Chronicles.
- 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 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 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 message to the office/staffroom or call the Assistant Principal and 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 their instructional leader 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 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

School/VRQA/Department	Approval Process	Last Updated	Review Cycle	Scheduled for Review
VRQA	Not Required	May 2020	1 year	May 2021

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