# YARD DUTY AND SUPERVISION POLICY

**Help for non-English speakers**

If you need help to understand the information in this policy, please contact Merriang School on 9404 2839.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Merriang 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

Merriang School's grounds are supervised by school staff from 8:50 until 3:15. Outside of these hours, school staff will not be available to supervise students.

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 Merriang School are expected to assist with yard duty supervision and will be included in the Merriang Yard Duty roster.

The Campus Coordinator is responsible for preparing and communicating the yard duty roster on a regular basis.

The Merriang School Early Years Campus comprises three small, fenced yards with interconnecting gates. Staff on duty move through these spaces ensuring supervision in each area, there is clear line of sight from one end to the other.

Our Later Years Campus has two smaller yards off teaching pods, with a clear line of sight and fenced. There is also an external fully fenced basketball area. School staff will be designated a specific area within the school.

At Merriang School class staff comprise a teacher and education support, a member of the class staff is always on duty with their class. The Campus Co-ordinator ensures a balance of teaching and education support staff in each area.

**Yard duty equipment**

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in classrooms and resource spaces.
- have access to the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored at the Early Years Campus in the breakout space, at the Later years Campus in the middle years wing and another in the later years wing. Additionally all classrooms have 'class first aid kits' as well as kits for backpacks when out of the grounds.
- be familiar with individual student health and safety information as well as behavioural strategies- a member of each classroom team is always on duty ensuring familiarity with students
- ensure the yard is packed up at the end of the session

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:

- Adhere to the Merriang Active Supervision principles of Move, Scan, Interact
- 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 policy
- ensure that students who require first aid assistance receive it as soon as practicable

- log any incidents or near misses as

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 Campus Coordinator 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 Campus Coordinator 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 alert the Campus Coordinator and not leave the designated area until a relieving staff member has arrived.

## 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 neighbouring classroom teacher 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 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 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 Excursions Policy.

## Digital devices and virtual classroom

Merriang School follows the department's Digital Technologies - Responsible Use policy with respect to supervision of students using digital devices.

Merriang School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

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

### 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.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

### Other areas requiring supervision

Merriang School may also consider including arrangements for students using the toilet during yard duty times and should consult with the Campus Coordinator for support with student toileting needs.

## COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Made available in hard copy from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
  - Child Safe Standards
  - Digital Technologies - Responsible Use
  - Duty of Care
  - Excursions
  - Supervision of Students
  - Visitors in Schools

## POLICY REVIEW AND APPROVAL

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| Policy last reviewed | 14.8.26 |
| Approved by | Principal |
| Next scheduled review date | 14.8.28 |

This policy will also be updated if significant changes are made to school grounds that require a revision of Merriang School's yard duty and supervision arrangements.