

# YARD DUTY AND SUPERVISION POLICY

## CREEKSIDE K-9 COLLEGE



Consultation	Policy last reviewed	Next scheduled review date	Approved By
Not Required	May 2024	May 2026	Principal

### Purpose

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

### Scope

This policy applies to all teaching and non-teaching staff at Creekside K-9 College, including education support staff, casual relief teachers and visiting teachers.

### Policy

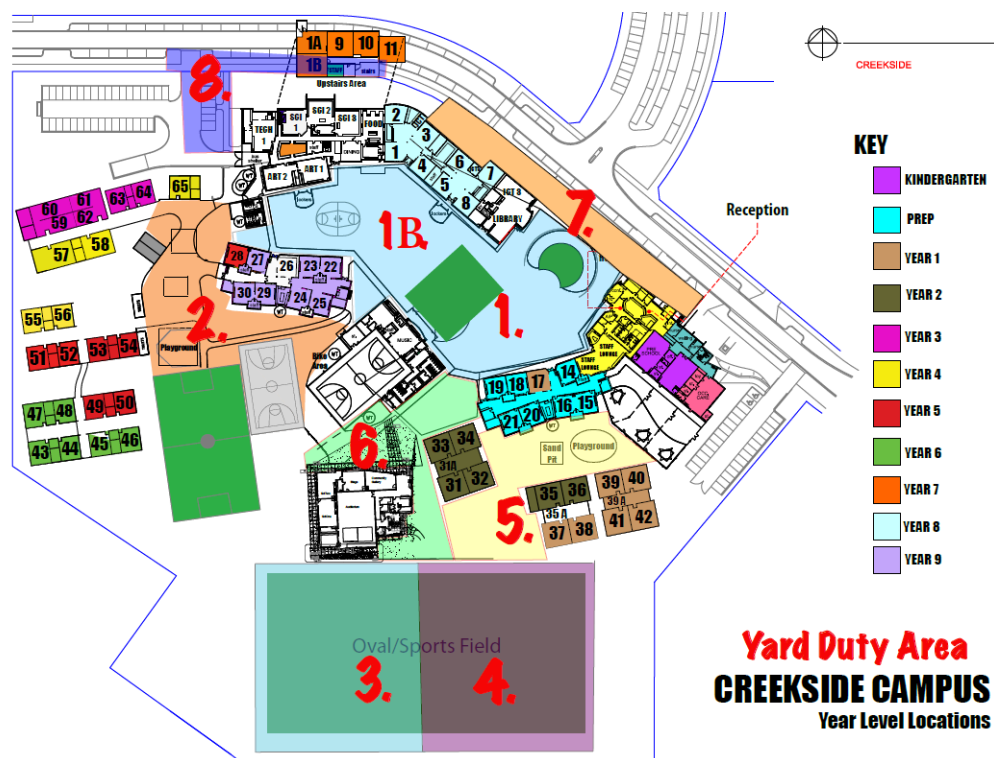
Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

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.

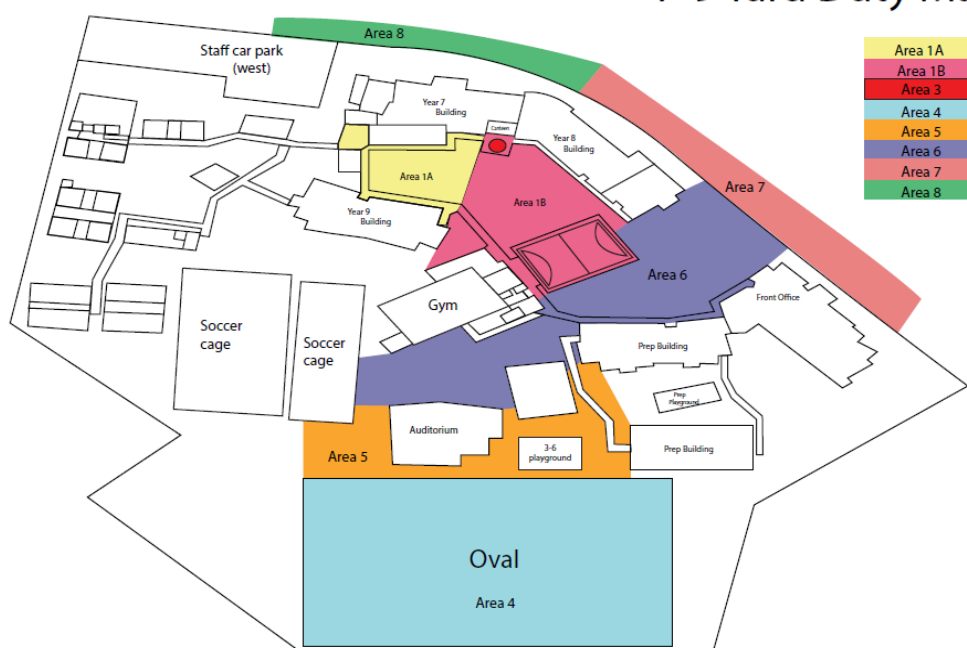
# Before and after school

Before school (between 8.35am and 8.50am), the following Primary Areas are supervised by staff, with the exception of Areas 1B & 6.



After school (between 3.05pm and 3.25pm), the following Secondary Areas are supervised by staff, with the exception of Areas 3, 4, 5 & 6.

## 7-9 Yard Duty Map



Parents and carers will be advised through our school notification on our school website, regular reminders through Compass that they should not allow their children to attend Creekside K-9 College outside of these hours. Outside of these hours, school staff will not be available to supervise students. Families will be encouraged to contact Rosa Smith 0406 623630 (Big Childcare) 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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Students attending after-school training, study clubs or detentions are supervised by organising teachers and dismissed via the front gate at 4.00pm. When students attend after school training at the leisure centre, they will be dismissed from the front entrance. Primary students will be handed over to parents for collection.

Students who are attending OSHC will sign in at the front of the school in the morning and parents will collect students from the gymnasium afterschool. Parents/Guardians who are signing in students before school care will contact the OSHC and a team member will walk to the front gate to sign their child in. When Parents/Guardians collect their child from after school care, they can walk to the gymnasium and sign their child out

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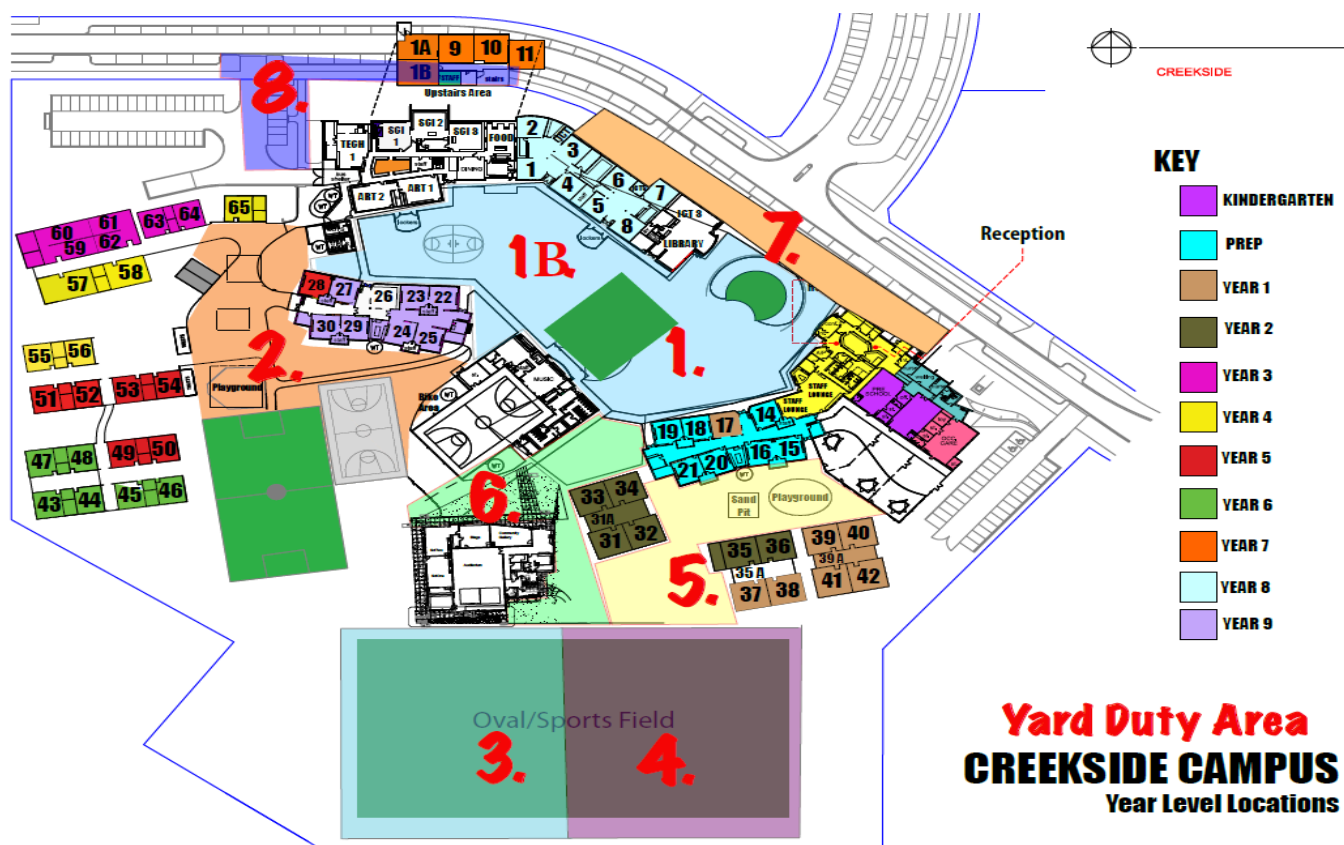
## **Yard duty**

All staff at Creekside K-9 College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Creekside K-9 College, school staff will be designated a specific yard duty area to supervise.

## Primary Yard Duty Zones

The designated yard duty areas for our school as of **16/04/24** are outlined in the map and table below.

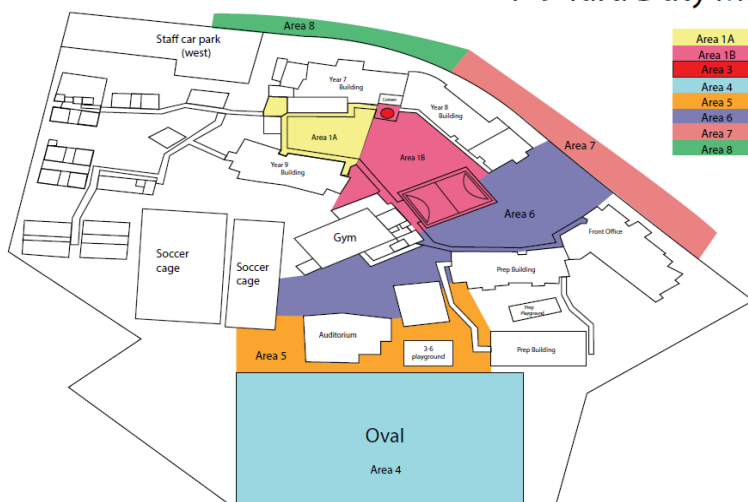


Primary Yard Duty		
Area	Location	Supervision responsibilities
Area 1	Prep Courtyard/Big Shade	<ul style="list-style-type: none"> <li>In term 1&amp;4 ensuring students without hats are sitting at the bench outside the Prep building</li> <li>Moving students with big balls along to the oval</li> <li>Ensure Students stay behind the yellow line</li> </ul>
Area 1B	Canteen/Lockers	<ul style="list-style-type: none"> <li>Ensure students are lining up and waiting patiently</li> <li>Move students away from the canteen area if they are not purchasing food.</li> <li>Supporting 1A in the second half</li> </ul>
Area 2A	3-6 Area	<ul style="list-style-type: none"> <li>Supervise and regularly check the garden in the courtyard.</li> <li>Supervise the 5/6 playground.</li> <li>Check the year 6 locker area to ensure that students are not hanging around and playing between the portables.</li> <li>Ensure students are not playing in the toilets.</li> <li>Ensure students are not playing on the pitch/cage.</li> <li>Support Area 2B</li> </ul>
Area 2B	3-6 Area	<ul style="list-style-type: none"> <li>Supervise the 3/4 playground.</li> <li>Ensure students are not opening the gate near the carpark.</li> <li>Monitor games on the inside and outside of the wellbeing room.</li> <li>Ensure students are not playing in the toilets.</li> <li>Support Area 2A</li> </ul>

Area 3	Oval (West End)	<ul style="list-style-type: none"> <li>• Ensure sports are being played appropriately. E.g. No tackling in football.</li> <li>• Ensure students are actively participating in a sport on the oval.</li> <li>• Move students off at 8:45, 11:35, 2:05</li> <li>• No food on the oval</li> <li>• Ensure P-3 students are on the left (West), 4-6 on the right (East)</li> <li>• Teacher to help with umpiring - problem solving</li> </ul>
Area 4	Oval (East End)	<ul style="list-style-type: none"> <li>• Ensure sports are being played appropriately. E.g. No tackling in football.</li> <li>• Ensure students are actively participating in a sport on the oval.</li> <li>• Move students off at 8:45, 11:35, 2:05</li> <li>• No food on the oval</li> <li>• Years 4-6 have a rolling roster. A different year level is allowed on the soccer pitch each day during both breaks.</li> </ul>
Area 5	Prep Playground	<ul style="list-style-type: none"> <li>• Supervising prep playground and 1-2 playground</li> <li>• Moving students away from the kindergarten gate</li> <li>• Student's are not to remove mulch from the new playground</li> <li>• Monitor sandpit for safe and appropriate play</li> </ul>
Area 6	Auditorium	<ul style="list-style-type: none"> <li>• Check toilets</li> <li>• Support RAP</li> <li>• Walk around the whole auditorium building as well as the ½ playground</li> <li>• Support Area 5</li> </ul>

## Secondary Yard Duty Zones

7-9 Yard Duty Map



Secondary Yard Duty		
Area	Location	Supervision responsibilities
Area 1A	<ul style="list-style-type: none"> <li>Secondary Toilets</li> <li>Year 7 Lockers</li> <li>Year 9 Building</li> </ul>	<ul style="list-style-type: none"> <li>Check toilets regularly.</li> <li>Move students out of the locker area.</li> <li>Communicate with 1B.</li> <li>Have a view of area 1.</li> </ul>
Area 1B	<ul style="list-style-type: none"> <li>Year 8/9 Lockers</li> <li>Under Shaded Area</li> <li>Year 8 Building and Library</li> </ul>	<ul style="list-style-type: none"> <li>Help manage the canteen area.</li> <li>Move students out of the locker area.</li> <li>Communicate with 1A &amp; 6.</li> <li>Have a view of area 1.</li> </ul>
Area 3	<ul style="list-style-type: none"> <li>Canteen</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the canteen line is orderly.</li> <li>Move kids who are standing under the shelter eating to avoid a crowded space.</li> <li>Monitor tables.</li> </ul>
Area 4	<ul style="list-style-type: none"> <li>Oval</li> </ul>	<ul style="list-style-type: none"> <li>Ensure students are actively participating in a sport on the oval.</li> <li>Move on students who are sitting down.</li> <li>Ensure sports are being played appropriately. E.g. No tackling in football.</li> <li>Be in communication with Area 5.</li> <li>Move kids off oval at 11:03am and 1:18pm.</li> </ul>
Area 5	<ul style="list-style-type: none"> <li>Front of oval</li> <li>Walkway around back of Auditorium</li> </ul>	<ul style="list-style-type: none"> <li>Ensure students are not sitting in corridors.</li> <li>Ensure no food is taken onto the oval.</li> <li>Support with issues on the front half of the oval.</li> <li>Walk up and down the fence-line.</li> <li>Ensure no students are out of bounds.</li> <li>Be in communication with area 4.</li> </ul>
Area 6	<ul style="list-style-type: none"> <li>Front of Auditorium</li> <li>Gym Toilets</li> <li>Downball Area</li> </ul>	<ul style="list-style-type: none"> <li>Be visible through area 6.</li> <li>Ensure no students are in the primary toilets.</li> <li>Ensure no students are in the auditorium foyer when not supposed to be.</li> <li>Have a view of corridors.</li> </ul>
Library	<ul style="list-style-type: none"> <li>Library (supervised by Danielle Lofting &amp; ES)</li> </ul>	

## Before & Afterschool Yard Duty Inclusion Areas

Zone 7	Front of School (Next to Office)	<ul style="list-style-type: none"> <li>• Greet students and families as they enter the school gates</li> <li>• Ensure students are exiting their cars safely</li> <li>• Ensure cars are parked safely</li> <li>• Ensure students are walking inside the school gates once dropped off - not dawdling</li> </ul>
Zone 8	Front of School (West End - 3-6 Car Park)	<ul style="list-style-type: none"> <li>• Greet students and families as they enter the school gates</li> <li>• Ensure students are exiting their cars safely</li> <li>• Ensure cars are parked safely</li> <li>• Ensure students are walking inside the school gates once dropped off - not dawdling</li> <li>• Monitor the safety of students walking across the staff car park driveway</li> </ul>

### 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 front of sickbay
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in front of the sickbay.
- be familiar with the yard duty information pack containing student health and safety information stored in the sick bay and attached to first aid bags.

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 at the administration office.
- ensure students remain in their designated year level zones
- 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 Wellbeing and Engagement 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.

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 Assistant Principal and Daily Organiser 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 and Daily Organiser 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 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.

## **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 Team Leader/Year Level Coordinator 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 and Training [Excursions Policy](#).

## **Digital devices and virtual classroom**

Creekside K-9 College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Creekside K-9 College 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 by members of staff in a central location.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored via Compass
- 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.

### COMMUNICATION

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- 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.

### Further Information and Resources

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

### POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2024
Approved by	Principal
Next scheduled review date	April 2026 - 2 year cycle