



MOUNT MACEDON PRIMARY SCHOOL YARD DUTY AND SUPERVISION POLICY

Mount Macedon Primary School vision is to develop positive, independent, resilient and inquiring students who are ready for the future.



Help for non-English speakers

If you need help to understand the information in this policy please contact Mount Macedon Primary School on (03) 5426 1446.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Mount Macedon Primary School, including education support staff, casual relief teachers and visiting teachers.

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.

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

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

Mount Macedon Primary School's grounds are supervised by school staff from 8.45am until 3.45pm, every school day. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be available to supervise the school grounds, including the front gate entrance/exit area.

Parents and carers should not allow their children to attend Mount Macedon Primary School outside of these hours. Families are encouraged to contact Loretta Jordan on 0438744200 or refer to the school website 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) School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

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

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

Yard duty zones

The designated yard duty areas for our school as at Term 3, 2023) are :

Zone	Area
Zone 1	Whole outside area

Yard duty equipment

School staff must:

- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in [insert location].
- Be familiar with the yard duty information pack containing student health and safety information stored [insert location if your school keeps a pack/folder of any information relating to student health and safety such as frequent absconders, parents who pose a serious risk to safety etc, or delete this point if you don't have this kind of pack/folder]

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 school
 - 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 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 to be recorded in Edusafe/cases 21.
- 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 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 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 Principal 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 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 the teacher in the next room or the 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

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

Mount Macedon Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

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.

[For secondary schools only] Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

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
- Included as a reference in our school newsletter annually
- 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	21/06/2023
Approved by	Principal
Next scheduled review date	June 2025

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