



TOORAK PRIMARY SCHOOL

YARD DUTY AND SUPERVISION POLICY 2022

Purpose

To ensure school staff understand their supervision and yard duty responsibilities and to adhere to the Child Safe Standards. All staff and volunteers consider the safety 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.

Scope

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

Policy

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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Toorak Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Staff who are on duty before school at 8:45am and after school until 3:45pm must closely monitor the prep/1/2 playground area. Shoes must be worn on play equipment.

Parents and carers should not allow their children to attend Toorak Primary School outside of these hours. Families are encouraged to contact OSH on 0423 777 185 or refer to <http://www.oshclub.com.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:

Before School Procedures:

- Take the child directly to OSHClub.
- Ring and notify their parents/carers that supervision starts from 8:45am and if children arrive at school any earlier than this, they must be booked in to OSHClub.

After School Procedures:

- 3.30pm: students attending After School Care to go directly to OSHClub.
- 3.35pm: students who have not been collected are taken to the basketball court area and 'handed over' to the supervising yard duty teacher.
- 3.45pm: any student who has not been collected will be taken to OSHClub by the supervising yard duty teacher or to OSHClub and parents will be notified.

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.
- 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 above.

Yard duty

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

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

The designated yard duty areas for our school as of Term 1, 2021 are outlined and show on the map below.

Zone	Area
Zone 1	Prep playground and basketball court
Zone 2	Deck areas and adjacent basketball court
Zone 3	Year 1 and 2-6 Playgrounds
Zone 4	Oval (Brookville Gardens)



Yard Duty Map



General

- Hats for Term 1, Term 4 and UV ratings above 3. Students without hats to sit in shade either under big tree or Prep veranda
- Brief two minute hand over
- Use restorative conversations with the students (e.g. what happened? How did it make you both feel? How do we fix the issue? And come to an agreement)
- Fill in first aid slip and send students to the office
- All head injuries must go to first aid

Foundation Area: Eating area on veranda

- Sand play to be in sand pit only
- Soft balls only on grass area
- One way down the slide
- Swinging on monkey bars only, no climbing on top

Decking Area: 1, 2, 3, 4 eating area

- Walking area only
- Quiet play area (no balls)
- Quiet and passive play area
- Stairs, balconies and bridge student free area
- All students to remain downstairs

Grade 5, 6 Eating Area by the 5, 6 Classrooms

- Quiet eating on benches
- Passive play area

Basketball Courts

- Food and/or lunchbox free area
- Share nets
- Basketball and handball only
- Half court basketball

Playground Equipment: 1 and 2, 3, 4

- Food and/or lunchbox free area
- One way down the slides
- Swinging on monkey bars only, no climbing on top

Brookville Gardens: 2 and 3, 4, 5, 6

- Food and/or lunchbox free area
- Enter area by the gates
- Sitting on benches only
- Year 1s (recess) and Year 2s (lunch) in marked area. House captains to mark area each day.
- Students need to ask about retrieving a ball that goes out of bounds
- Rocks, BBQ area and behind the hill is out of bounds
- Students to remain inside school grounds until Yard Duty Teacher arrives

Yard Duty

Recess: 10:40 – 11:10 am
Lunch Eating: 12:50 – 1:00 pm
Outside Lunchtime: 1:00 – 1:50 pm

Yard Duty Area 1 – Foundation and Basketball Court

Yard Duty Area 2 – Basketball Court, Portable
Decking area and outside music room
Yard Duty Area 3 – Year 1 and Year 2, 3, 4
Playgrounds
Yard Duty Area 4 – Brookville Oval

Food

- Recess – nude food only (no lunch boxes)
- Lunch – if students need to eat during play time, students must eat at the bench between the 2 basketball courts
- Lunch tubs should be outside all classrooms. All lunchboxes, jumpers and belongings not needed during play times should go into these tubs.

Brookville Gardens

Students moving past the large rocks and over the hill are out of bounds. First big tree is the boundary. Students are to be two metres from all boundaries. Please see a staff member if you are unsure of the boundaries. Parents and carers should not allow their children to attend Toorak Primary School outside of these hours. Families are encouraged to contact the school office or OSH Club for more information about the before and after school care facilities available to our school community.

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored at the front foyer
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored at the front foyer
- Be familiar with the yard duty information pack containing student health and safety information stored in CRT folder and Perspex holder in classrooms

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

During yard duty, supervising staff responsibilities:

- 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 the *Student Engagement* policy.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate (i.e. 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), 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.
- Parents are to be notified if any student receives a knock to the head or eye by the staff member on first aid duty.
- There are four teachers are on yard duty at recess and lunchtime. The timetable on the board in the staffroom indicates where staff are allocated.
- Hurt/sick/injured students are sent to the office for medical attention with a sick bay slip.
- Teachers to send a red card into the office for help – (medical or otherwise) and for allergic emergencies teachers send a Blue/anaphylaxis card into the office if needed. Teachers to write up the more serious incidents where students are hurt in the first aid book located in the first aid room.
- Teachers to record behaviour concerns on Compass Chronical.
- Teachers to remain on duty until relieving teacher takes over. If teachers are late, send a runner in and later address this with the teacher and/or then take the matter to leadership
- Prep students to play on the Prep playground and grassed area.
- Grade 1/2's on the Basketball Courts, prep and Brookville garden adventure playground equipment.
- Grade 3-6's on the Basketball Courts, Brookville gardens and Brookville Gardens playground.
- Children are not to engage with or play with dogs on Brookville Gardens during supervised break times.
- Children are not to engage with the members of the public who use Brookville Gardens during supervised break times.

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 or school office 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 contact the Assistant Principal or school office but should not leave the designated area until the relieving staff member has arrived in the designated area.

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 Year Level Coordinator followed by the office staff/leadership team 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.

Digital devices and virtual classroom

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

Toorak Primary 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 in the classroom, library or multipurpose room.

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

- student attendance will be monitored via the attendance to the morning meeting and submission of work
- 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.

Communication

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

- Published on our school website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- 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 and parent reminders are sent at the beginning of each term in our school newsletter.

Further Information and Resources

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

Policy Review and Approval

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	June 2024

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

