



TOORAK PRIMARY SCHOOL

YARD DUTY AND SUPERVISION POLICY

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

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 Toorak 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

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 Georgia McKaskill 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 go 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

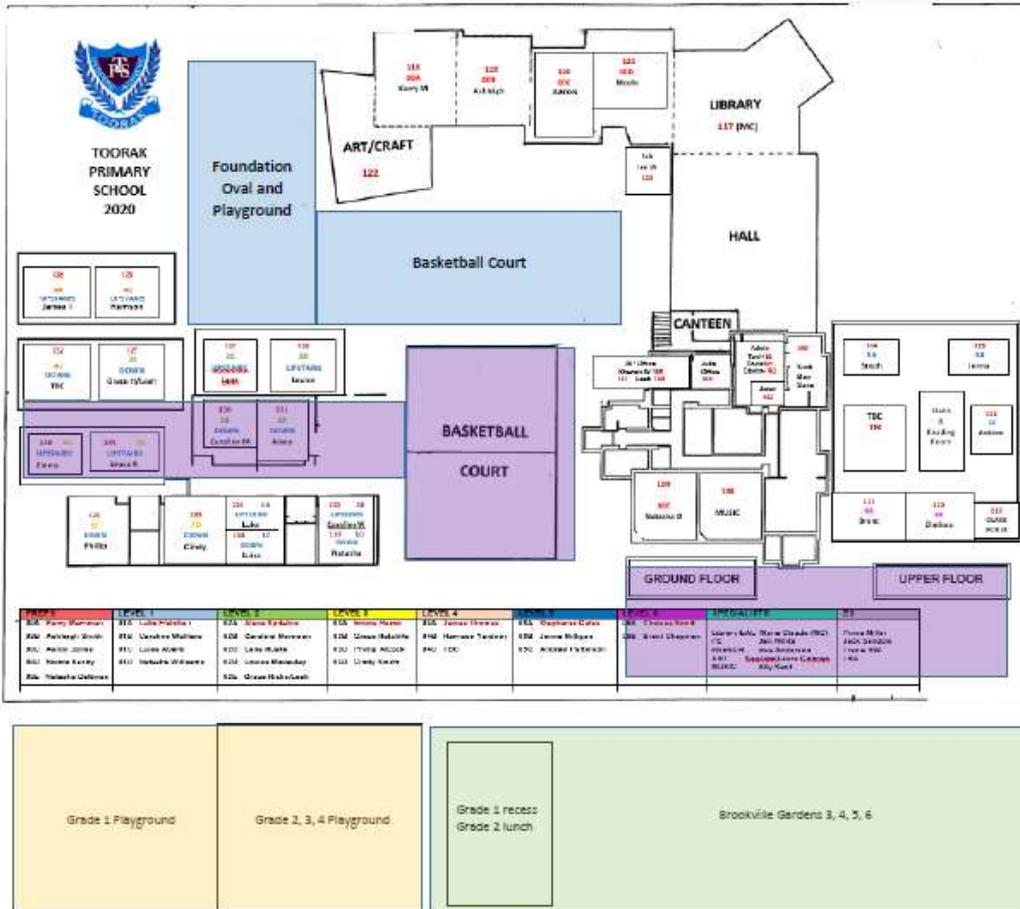
All staff at Toorak Primary School are expected to assist with yard duty supervision and will be included in the termly roster.

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 2, 2020 are outlined and show on the map below.

Zone	Area
Zone 1	3-6 Playground & Brookville Gardens
Zone 2	1/2 playground & Portable Classrooms
Zone 3	Basketball Courts
Zone 4	Prep playground and school gardens

Yard Duty Map 2020



- Yard Duty**
- Recess: 11:15 – 11:45 am
 Lunch Eating: 1:35 – 1:45 pm
 Outside Lunchtime: 1:45 – 2:35 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 Playground
 Yard Duty Area 4 – Brookville Oval
- General**
- Hats for Term 1, Term 4 and UV ratings above 3. Students without hats to sit in shade either under big tree, Prep verandah or portables' shade.
 - 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 for bumps to the head and send to medical officer
- 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
- Decking Area: 1, 2, 3, 4 eating area**
- Quiet play area (no balls)
 - Passive play area
 - Stairs, balconies and bridge student free area
- 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 ball
- 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

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 OSHClub for more information about the before and after school care facilities available to our school community.

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
- 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 five teachers at lunchtime. The timetable on the board in the staffroom indicates where staff are allocated.
- Teachers wear a fluorescent jacket (not students) and carry a first aid bag (located in the first aid room)
- 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 write behaviour problems in the book supplied in the first aid bag. Serious behavioural concerns (see Behaviour & Consequences chart) forms to be filled in by the yard duty teacher.
- 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 asphalt area, prep grassed area and Brookville garden adventure playground equipment.
- Grade 3-6's on the asphalt, 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.

FURTHER INFORMATION AND RESOURCES

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

REVIEW CYCLE

This policy was last updated on June, 2020 and is scheduled for review on June 2021. This policy will also be updated if significant changes are made to school grounds that require a revision of Toorak Primary School's Yard Duty and Supervision Policy.