



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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Principal: Carole Mayes

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YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school.

PURPOSE

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

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

SCOPE

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 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, time and places.

POLICY

Before and after school

Patterson Lakes 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.

Refer to Yard Duty Zones section below for certain areas that are supervised before and after school.

Parents and carers will be advised through the school newsletter and notification on our school website about before and after school supervision and that they should not allow their children to attend Patterson Lakes Primary School outside of these hours. Families will be encouraged to contact TheirCare 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 the Outside School Hours Care program, if available and the parent/carer consents

- contact Victoria Police and/or the Department of Health and/or Child Protection to arrange for the supervision, care and protection of the student. •

Yard duty

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

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Patterson Lakes 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, 2024) are:

Recess & Lunch – 3 teachers on duty

Area 1 - Oval

Area 2 - F-1 and junior toilets

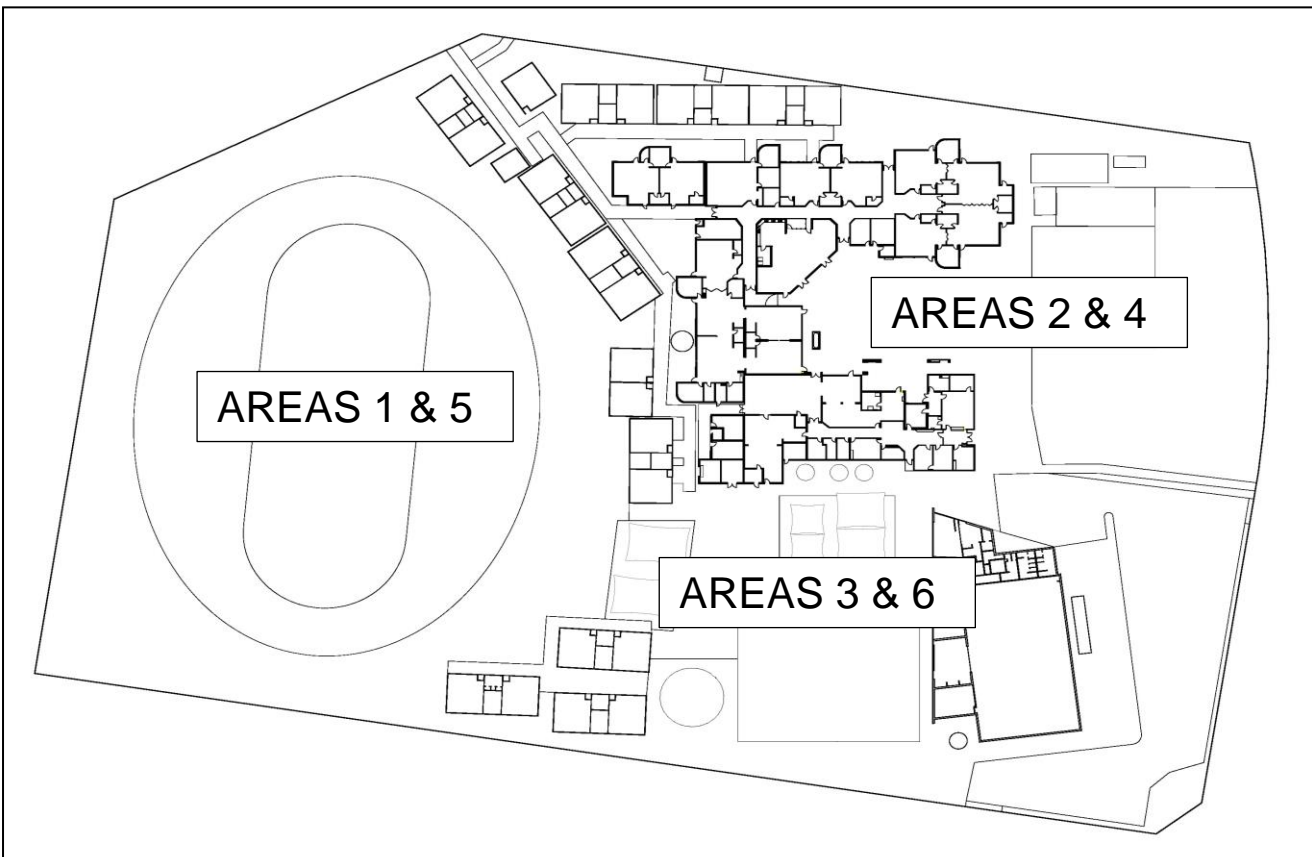
Area 3 - Basketball courts, both adventure playground areas and senior toilets

Before School & After School – 3 teachers on duty

Area 4 - Front gate [gate 1], bike shed, Foundation & Year 1 Area

Area 5 – Oval

Area 6 – Basketball Courts



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
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in classrooms
- be familiar with the yard duty information pack containing student health and safety information stored in the first aid bag and will be stored in the classrooms

- spare vests and first aid bags are stored in the staffroom and the Student Wellbeing Office. Additional supplies can be obtained from the first aid room. Staff must also wear a suitable sun smart hat from mid August until 30th April

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. When on duty in Area 1, the oval, ensure the trees at the back are monitored.
- where safe to do so, approach any unknown visitor who is on the school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- 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, i.e. 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 daily organiser with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made. The daily organiser will record any changes.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Principal or the Assistant 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 send a message to the office or call the daily organiser and not leave the designated area until a replacement 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 classroom next door to them or the daily organiser 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 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 classrooms

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

Patterson Lakes Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on the school site. In these cases, students will be supervised in a common area.

Whilst 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.

Supervision of students 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

Library - Students require supervision by an adult in the Library area at all times

Specialist classes - The specialist or the classroom teacher is to supervise students transitioning from one classroom to another.

Moving around the school - Students must be supervised at all times when transitioning from one area of the school to another. Examples may include but are not limited to; Year level rotations, moving from the classroom to the Library, Hall, oval etc. or back to the classroom from another area in the school.

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 as a reference in our school newsletter each term
- 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

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Consultation	Staff
Approved by	Carole Mayes - Principal
Next scheduled review date	August 2026

This policy will also be updated if significant changes are made to school grounds that require a revision of Patterson Lakes Primary School Yard Duty and Supervision Policy.