



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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YARD DUTY AND SUPERVISION POLICY

RATIONALE

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

AIMS

- 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 Patterson Lakes 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.

IMPLEMENTATION

Before and after school supervision

Patterson Lakes Primary School 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.

There are 3 designated areas before and after school and 4 areas during school recess times. (See school map with zones marked)

Parents and carers should not allow their children to attend Patterson Lakes Primary School outside of these hours. Families are encouraged to contact the outside school hours care coordinator on 0437 983 561 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, a staff member will direct them to the office to wait until 8:30am. If this is a regular occurrence the principal or nominee staff member will 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 3:45pm when 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 outside 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

Yard duty

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

The Student Welfare Coordinator or nominee 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.

The designated yard duty areas for our school are:

Morning Recess & Lunch Recess – 4 teachers on duty

Area 1 – Oval

Area 2 - Undercover grass area and senior - junior toilets

Area 3 - P-1 and courtyard area & Key

<<< **FIRST** Lunch Yard Duty teacher-at the start of recess to unlock the box, get the children to take out the equipment and LOCK the box.

>>> **SECOND** Recess Yard Duty teacher - at the end of lunch, get the children to pack up the equipment and LOCK the box. Your classroom key will fit the lock.

Area 4 - Basketball courts and both adventure playground areas & Key (***) Lock Staff Carpark Gate 2)

Before School & After School – 3 teachers on duty

Area 5 – Oval/Basketball area & McLeod Rd entries/exits

Area 6 - Tunnel area & Community Centre entry/exit

Area 7 - P-1 Adventure & Bike Shed entry/exit

Please refer to school map

Appendix 1: Supervision before and after school times

Appendix 2: Supervision during recess times

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are provided to all staff and are stored in classrooms. All staff are also provided with a first aid bag that is stored in classrooms and must carry this with them when on duty. Spare vests and first aid bags are stored in the staffroom and the Student Welfare Office (opposite the first aid room). Additional supplies can be obtained from the first aid room. Staff must also wear a suitable sun smart hat during the dates of 1st of September until 20th April.

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 roam around the designated zone [Ensure the garden beds at the back of the oval are monitored when on duty in Area 1]
- 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, i.e. on Compass and/or EduSafe
- 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 Student Wellbeing Coordinator or nominee with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made. The Student Wellbeing Coordinator or nominee will notify the office of any changes.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Principal, Assistant Principal or nominee but should not leave the designated area until the relieving staff member has arrived.

If the next yard duty teacher does not arrive for duty, the teacher currently on duty should send a message to the office or contact the Principal, Assistant Principal, Wellbeing Coordinator or nominee and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

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 adjoining classroom or alternatively ask the office 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. 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](#)

EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

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

CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, August 15th 2018.

Signed 
School Council President

Signed 
Principal