

Murrumbeena Primary School Policy



YARD DUTY SUPERVISION

PURPOSE

Based on Department of Education and Training (DET) requirements, the school has a duty of care to ensure that the students are adequately supervised at all times between 8.45 am and 3.45 pm. Murrumbeena Primary School is to ensure that all reasonable steps are taken to keep our students safe.

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 Murrumbeena 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, times and places.

AIMS

To ensure the students' safety and protection in the playground.

To ensure the students are engaged in appropriate play activities.

To give staff the opportunity to observe students' social interaction outside the classroom.

PROGRAM GUIDELINES

Before and After School

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

Parents and carers should not allow their children to attend school outside of these hours. Families are encouraged to contact the Out of School Hours office on 9568 3529 or email to enquire about placement and bookings on: ohsc@murrumbeenaps.vic.edu.au.

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 (charges for the service will apply)
- 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 guidelines outlined below.

SUPERVISING STAFF GUIDELINES

- At recess and lunch breaks, three teachers are to be rostered for yard duty at any one time (except when reduced numbers of students in the yard enable 1-2 teachers to carry out adequate supervision).
- Yard supervision rosters and wet day/sweat day (reduced outside play when over 35 degrees at 12.30 pm) time tables to be prepared at the beginning of each school term or as necessary and distributed to the staff.
- Rosters to be displayed in all classrooms, offices and the staffroom.
- Any changes in yard supervision to be communicated by staff by the whiteboard in the staffroom or via the intranet.
- Teachers to be aware of equal access to school ground areas and equipment, and address any inequality/dispute in the yard.
- Teachers move about their designated yard area and to be alert for circumstances that could place the students at risk. Physical hazards are to be documented in the 'hazard alert register' and/or the handyman's diary.
- Minor issues to be dealt with by the yard supervision teacher and recorded in the yard duty folder for future reference.
- Serious misdemeanours are to be reported to the wellbeing coordinator or Assistant Principal so they can be followed up.
- Students requiring first aid may be sent to the first aid room or the supervising yard teacher may seek assistance using our card system.
- Teachers use discretion as to whether or not to accompany a student from the playground to the first aid area. One teacher must always remain in the yard.
- On wet/sweat days class teachers and specialists share the responsibility of supervising students in their classrooms (refer to wet/sweat day timetable).
- Class teachers to ensure that appropriate games and activities are available for the students' use on wet/sweat days.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions are required to either make a swap with another staff member, or discuss the matter with the coordinating teacher or Principal.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or as directed by the Principal.
- Students and staff wear hats during SunSmart periods (when U.V is above 3.0). The wearing of sunblock is recommended.

- Staff members have a legal responsibility to commence yard duty on time, and must ensure that all students have left the yard before completing their roster at the end of recess, lunch and end of day.
- Staff on yard supervision will approach unknown people in the yard and contact the office to seek assistance if necessary.
- Consideration to be given to industrial agreements.

EVALUATION

- Observation of students' interaction in the playground.
- Fortnightly monitoring of information recorded in the yard supervision folder and followed up by class teacher, wellbeing coordinator or Assistant Principal/Principal.
- Ongoing assessment of the overall effectiveness of the yard supervision system.

