



Magpie PS Yard Duty & Supervision Policy



Magpie PS YARD DUTY AND SUPERVISION POLICY

PURPOSE

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

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 Magpie PS, 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

Magpie PS's grounds are supervised by school staff from 8:45am until 3:20pm. Outside of these hours, school staff will not be available to supervise students. Magpie PS will regularly inform parents/carers of the precise times during which the school's grounds will be monitored (e.g. in the school newsletter each term & schools website).

Before and after school, school staff will be available to supervise the front and internal areas of the school. The top and bottom oval and hardcourt are out of bounds as they will not be supervised.

Parents and carers should not allow their children to attend Magpie PS outside of these hours. Families are encouraged to contact Magpie PS on 5335 8851 or via the schools website at <http://www.magpieps.vic.edu.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:

- 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 an out of school hours care program (if available)
- 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 below.

Yard duty

All staff at Magpie PS are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Magpie PS, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 1, 2020 are outline areas and include map of zones where appropriate:

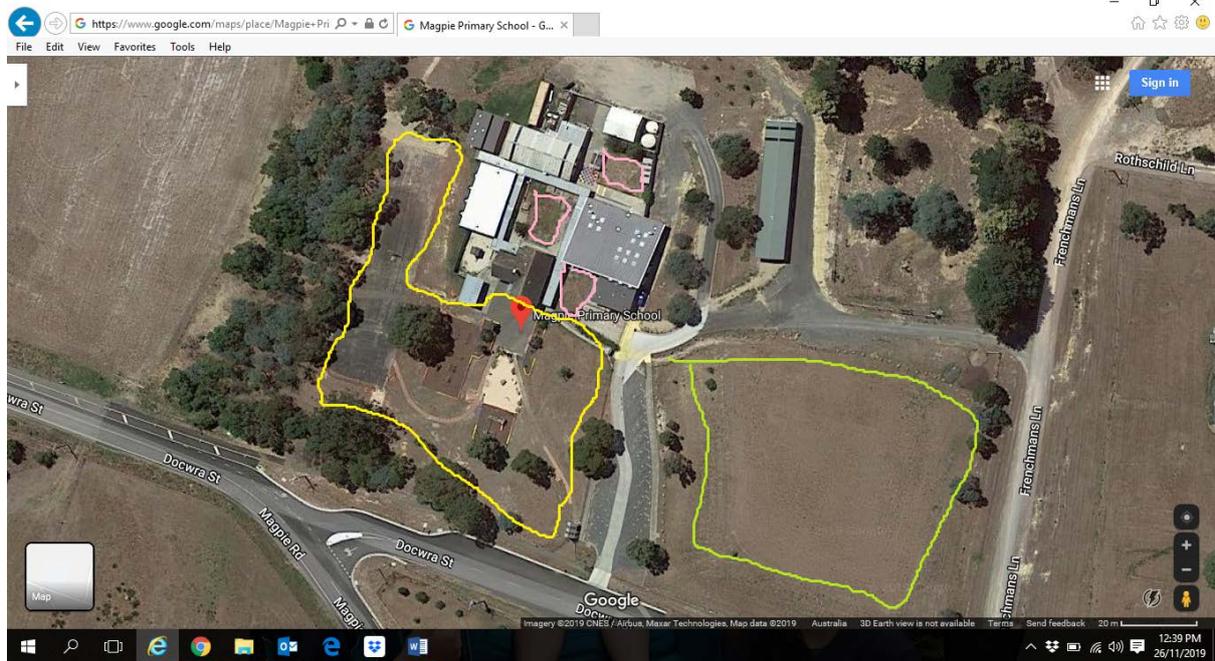
Commencing Wednesday 29th January, 2020

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Before School 8:45 - 8:55	Mrs Minns-Reeves	Mr Beacham	Ms Lorenzen	Mr Beacham	Mr Ellis
Recess 1 11:00 – 11:15	Mrs Ellis	Mrs Minns-Reeves	Mrs Eustice	Mr Clifton	Mr Clifton
Recess 2 11:15 – 11:30	Ms Corcoran (Jo)	Mrs Ellis (Steph)	Mr Beacham (Anne)	Ms Lorenzen (Mia)	Mr Beacham
Lunch 1 1:30 - 1:45	Mr Clifton	Ms Lorenzen	Mrs Minns-Reeves	Mrs Minns-Reeves	Ms Lorenzen
Lunch 2 1:45 - 2:00	Mr Ellis	Ms Corcoran (Chrissy)	Mr Ellis	Mrs Ellis	Ms Corcoran (Ashlea)

Gate					
3:10 - 3:25	Mrs Woolfe	Mr Ellis	Mr Clifton	Mr Beacham	Mr Clifton

- The yard duty teacher will decide if the weather is inclement and classrooms need to be opened. Yard duty staff are asked to send a message to the staff room if the weather is inclement. Staff roster will then be put in place so both classrooms are being supervised.
- The multipurpose room may be opened where supervision is possible by a teacher or ES staff. Classes or small groups of children may be invited to the multipurpose room for part or all of a wet day.
- Classes should have pre-agreed activities for their class to use on wet days.
- Recess eating is always in the multi-purpose room with no rubbish taken outside. [Nude food approach].
- Lunch eating is always in the multi-purpose room. **The duty teacher will arrange some children to tidy up.**
- Classrooms will remain locked and access will only be with the permission of a teacher.
- Children without a suitable hat in terms 1 & 4 will sit on a chair under the covered way but not near their friends. Classroom chairs are not for use outside. Please use chairs from the yard.
- The reminder bell is a time for all play to stop and drinks, toilet, washing hands to take place.
- Children do not play on the oval / lower tree slope or / BMX unless supervised. The yard duty teacher may choose to take all children to an oval or the BMX to play.
- BY THE TIME THE 9:00 am BELL GOES ALL CHILDREN MUST BE LINING UP READY.
(CLASSROOM TEACHERS SHOULD BE IN ROOMS BY 8:50 AM)
- Yard duty **teachers** are expected to follow this travel route throughout the yard:
 - check main courtyard lawn & toilets; - follow red path to hard court; the top oval - up the steps to front area; - repeat; - attend to student needs as they arise; - call the staffroom for assistance
- Support staff should focus on the play of key students in the yard. Monitor their play and develop good play habits. Provide advice for teachers about interactions of SAR children in the play areas.
- Enclosed veranda areas should not be used as play areas because of potential access to student school bags.
- Staff requesting student help during recesses should advise the yard duty teacher and maintain supervision.
- Children with special permission for part of recess must speak with the incoming yard duty teacher to confirm permission.
- School monitors will arrange for **BOTH GATES** to be opened. School monitors will lock them after breaks
- The Yard Duty teacher will carry a **DOOR KEY** for student access to the Staffroom.

All classroom teachers should plan to involve ES staff to dismiss children for recess or lunch **when the teacher has a first yard duty session.** Leave to head over to grab a drink at the 'reminder' bell and then be back outside as children are coming out from all classrooms.



Note: The highlighted areas are the areas that will be supervised during recess and lunch time.

School staff will wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be provided to each teacher and spares will be stored in the staff room.

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:

- Teachers will methodically move around the designated zone to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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 your 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 on Compass or via WhatsApp.
- if being relieved of their yard duty shift by another staff member, 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 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 Principal 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 send a message to the office, Principal or via WhatsApp 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 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 the Principal or a spare teacher 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 6th December 2019 and is scheduled for review in 3 years (2022), unless prior amendments occur to this policy prior to 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Magpie PS's Yard Duty and Supervision Policy. New roster for staff will be updated annually.