



Gormandale & District Primary School

38 Main Street, Gormandale 3873

Ph: (03) 5197 7444

ABN: 30 448 262 346

Email: gormandale.ps@education.vic.gov.au

Web: www.gormandale.vic.edu.au

Principal: Ms. Tamara Halket

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 Gormandale & District 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

Gormandale & District Primary School's grounds are supervised by school staff from 8.20am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Gormandale & District Primary School outside of these hours.

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

- 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 Gormandale & District Primary School are expected to assist with yard duty supervision and will be included in the roster.

The principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Gormandale & District Primary School, staff will be designated a specific yard duty area to supervise.

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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as
- 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 Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

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.

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 in 2021 and is scheduled for review on 2022.