CERES PRIMARY SCHOOL

YARD DUTY AND SUPERVISION POLICY

Help for non-English speakers
If you need help to understand the information in this policy, please contact the office (03) 5249 1382 or visit the school at 605 Barrabool Road, Ceres 3221.

Purpose

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

Scope

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

Policy

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 to 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, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and After School

Ceres Primary School's grounds are supervised by school staff from 8.35am until 3.15pm Monday to Friday on school days. Outside of these hours, school staff will not be available to supervise students.

Students can arrive at school from 8.35am and head into their classrooms to unpack their bags. There will be a staff member on duty from 8.35. After school, students will wait for their family to collect them in the bus shelter, which will be supervised by a staff member until 3.15pm.

Parents and carers will be advised through our newsletter that they should not allow their children to attend Ceres Primary School outside of these hours. Families will be encouraged to contact the office on (03) 5249 1382 for more information about the 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 and the parent consents).
- Contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard Duty

All staff at Ceres Primary School 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 Ceres 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 1, 2025).

Zone	**Area**
Zone 1	Front of school, driveway, admin, stoneroom, toilets and playground.
Zone 2	Back of school, oval, basketball court and back of buildings.

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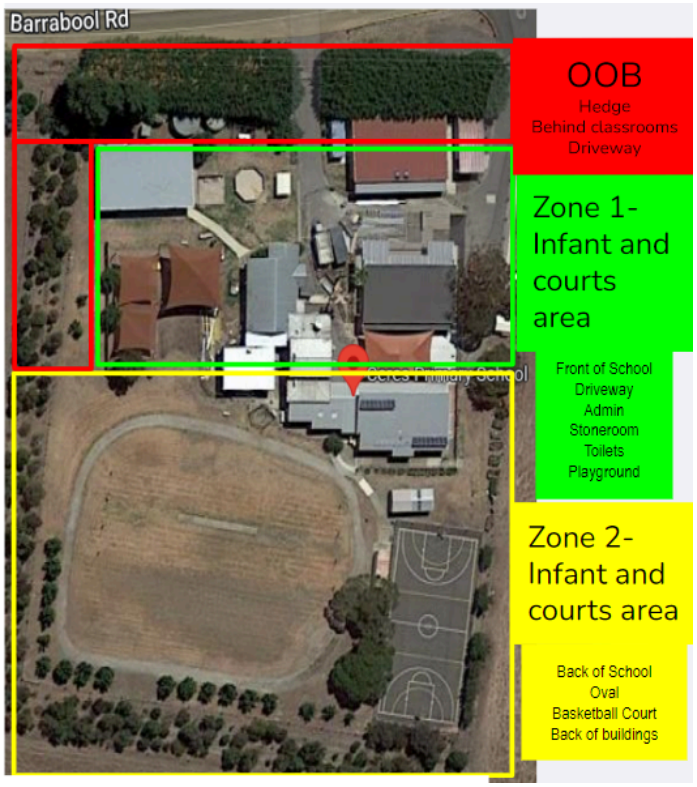

Yard Duty Equipment

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in each person's office or pigeon hole.
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in each person's office or pigeon hole.
- Use the 'Office Cards' if a student has been sent to the office.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

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 to ensure that all areas are supervised when on duty.
- Where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods).

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- Ensure students remain in their designated area on the playground.
- 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 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 (and EduSafe if relevant) as soon as possible.

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 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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office and not leave the designated area until a relieving 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 office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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 and Training Excursions Policy.

Digital Devices and Virtual Classroom

Ceres Primary School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

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

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While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home (including the 'High Ability Program'):

- 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.

Students Requiring Additional Supervision Support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

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

When students need to use the toilet during class time, they are expected to go in pairs. If classes are moving to different rooms around the school, they need to be supervised by a teacher.

High Pollen Count and Thunderstorm Asthma Forecast Days

On days of a High Pollen Count in the Central region, students with hayfever will be given the option to spend recess and lunchtime inside. On days of an Extreme Pollen Count students with hayfever will need to spend recess and lunchtime inside.

On days of moderate Thunderstorm Asthma forecast the school will assess the need for students with asthma to spend recess and lunchtime inside. On days of high Thunderstorm Asthma forecast students with asthma will spend recess and lunchtime inside.

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 in our staff handbook/Google drive.
- Included as a reference in our school newsletter.
- 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.

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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
- Supervision of Students
- Visitors in Schools

Policy Review and Approval

Policy last reviewed	18 February 2025
Approved by	Principal 18 February
Next scheduled review date (must be at least every 2 years)	18 February 2027