

<b>VILLAGE SCHOOL YARD DUTY AND SUPERVISION POLICY</b>
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**POLICY STATEMENT**

At Village School we aim to provide a safe and secure environment for our learners to create, explore and grow. The goal of this policy is to outline when and where appropriate supervision needs to occur – both in and outside of the classroom – and before and after school. It is important that learners' behaviours are always monitored so teachers can respond to possible risks quickly and effectively as they arise.

Village School complies with the Child Safe Standards in Ministerial Order 870 to ensure that students are always supervised when at school. This is a core part of our duty of care, and we ensure that supervision is conducted in a way that children are safe at all times.

The principal is responsible for implementing an organised and responsive system of supervision and yard duty during school hours, before and after school, and on school camps, excursions, incursions, and other school related activities. School staff are responsible for following the supervision and yard duty instructions from the principal, including instructions to provide supervision for students at specific dates, times, and places.

**PURPOSE**

This policy will provide guidelines for:

- supervision requirements to comply with Child Safe Standards in Ministerial Order 870
- staff about their responsibilities for on- and off-site supervision and yard duty responsibilities
- the provision of a safe and secure environment for all learners at Village School

**PROCEDURES**

Parent(s)/Carers(s) are responsible for the care and supervision of their child:

- travelling to and from school;
- outside the times of before and after school supervision.

**Before and after school supervision**

The Village School's grounds are supervised by staff from 8:20am until 3:45pm. During these times staff will supervise the front and back of the school grounds. Outside of these hours school staff will not be available to supervise learners. For Term 4, 2022, any learner that has not been collected by a parent/carer by 3:45pm must report to the school office and their parent/carer will be contacted to come and collect them. In 2023, if a learner is not collected by a parent/carer by 3:45, the learner must report to the school office and will be enrolled, at the cost of the parent/carer, in the after-school care program for that day.

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### Yard Duty

All Staff at the Village School are expected to assist with yard duty supervisions and will be included in the weekly roster. The principal is responsible for scheduling and communicating the yard duty roster on a regular basis.

Teachers with first aid qualifications will always be available during school hours.

During break times learners must abide by safe play rules, and stay within the school boundaries, as established, and agreed to by whole school agreements.

### **Yard Duty Equipment**

When on Yard Duty Staff must always:

- wear a safety high-vis vest – these have been provided to every staff member
- carry a yard duty first aid bag with them. These bags will be stored in each classroom
- carry a school issued mobile phone that has all parent(s)/guardian(s) primary contacts

### **Yard Duty Responsibilities**

*The responsibilities of the Principal:*

- to ensure that a yard duty roster/timetable is in place and that learners always have appropriate supervision
- to ensure that staff are informed of their supervision responsibilities before, during and after school
- keep families informed about when supervision for their learners is available
- ensure that teachers are rostered for the supervision of departure of the learners and that if they are called away then a suitable replacement is arranged
- inform families/carers if there is a stranger on the school grounds, if deemed necessary

*The supervision responsibilities of the staff:*

- to encourage learners to keep playground tidy, this includes packing away equipment and ensuring rubbish is put into bins.
- to provide first aid assistance for minor injuries when required or assisting the learner to first aid in the circumstances where a more serious injury has occurred.
- to encourage safe play as outlined in the school agreement
- to remind learners of how to safely move in areas where collisions are more likely to occur, such as tight spaces
- inform students at the conclusion of break times
- ensure all learners are either outside or in the library during break times
- apply Village Schools Behaviour Management Policy where needed

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- to advise the principal of any first aid or behaviour incidents that occurred during yard duty, as soon as practical
- ensure learners are playing in areas that are safe for the weather conditions
- staff must stay in the designated yard duty area until they are replaced by the relieving staff member
- staff must actively move around their yard duty area to ensure active supervision of learners
- pay particular attention to ensure that students are not in ‘out of bounds’ areas such as behind the hall, and also secluded areas that have been identified as high risk such as the cubby house area near the amphitheatre, the spider web, and the cubby house area behind the playground
- where safe to do so, staff on duty are to approach any unknown visitor who is observed on the school grounds without a legitimate purpose and ensure they have reported to, and signed in, at the school office
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- ensure students wait within school grounds until they are collected at the end of the day
- if a learner is not picked up by 3:45 the supervising teacher will contact their parent(s)/cares(s) and ensure adequate supervision until they are collected

Classroom

The classroom teacher is responsible for the supervision of the learners in their care during class time.

If a teacher needs to leave the classroom at any time, they can leave the learners in the supervision of their learning support person. If a learning support person is not in the classroom, then the classroom teacher must contact another staff member, or the office. The classroom teacher should then wait until the replacement staff member arrives before leaving the classroom.

School activities, incursions, excursions and camps

- The principal must ensure that learners are appropriately supervised at all times during school activities, incursions, excursions and camps – including when external providers are engaged to conduct part of, or all of the activity.
- When planning and running school activities, incursions, excursions and camps teachers must follow all relevant guidelines, including the required staff/student ratios and staff qualifications (including first aid training requirements). A Level 2 First Aid staff member will attend all school activities, incursions, excursions and camps.
- Incursion, excursion and camp information will be distributed to parent(s)/carer(s) outlining date(s), costs (if any) and timing of the activity.
- All external providers must hold a current Working with Children Check to work with the learners. Teachers must supervise their learners during a presentation from a

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guest speaker. Teachers must never leave any learners under supervision of a guest speaker at any time.

- Parent(s)/Carer(s) may be invited to assist with incursions, excursions or camps (but must hold a current Working with Children Check) and will be notified if there are any extra costs for them to attend. Teachers are in charge when engaging in an incursions, excursions or camps, and parent(s)/carer(s) must follow the teachers instructions.
- The Incursions and Excursions Policy has further details about the supervision requirements when learners are engaging in an incursion, excursion or camp.

Students requiring additional supervision support.

Some learners may need extra supervision support, such as students with a disability or other additional needs. In these cases, the principal will ensure arrangements are made to roster additional staff as they are required. This may include during yard duty, in the classroom or during school activities such as incursions, excursions and camps.

**RELATED POLICIES**

- Anti-Bullying Policy
- Behaviour Management Policy
- Child Protection Mandatory Reporting Policy
- Child Safe Policy
- Child Safety Code of Conduct
- First Aid Policy
- Occupational Health and Safety Policy
- Student Welfare Policy

**LEGISLATIONS AND STANDARDS**

Relevant legislations and standards include but are not limited to:

- Child Safe Standards, Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Worker Screening Act 2020
- Worker Screening Regulations (Vic) 2021

**SOURCES**

- <https://www2.education.vic.gov.au/pal/supervision-students/policy>
- <https://www.vrqa.vic.gov.au/childsafepages/documents/Min%20Order%20870%20Child%20Safe%20Standards.pdf>

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