



Cranbourne East Primary School

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 Cranbourne East 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

Cranbourne East Primary School's grounds are supervised by school staff from 8:45am until 3:30pm. Before school one staff member will supervise the bike shed while two other staff roam around the school grounds. After school, all staff including leadership, teachers, education support and visiting staff will be out in the grounds farewelling students and families in specific areas. These allocated areas will be revised each year.

Outside of the hours 8:45am-3:30pm, school staff will not be available to supervise students. Parents and carers should not allow their children to attend Cranbourne East Primary School outside of these hours. Families are encouraged to contact Camp Australia on 1300 105 343 or refer to <https://www.campastralia.com.au> for more information about the before and after school care facilities available to our school community.

If a student arrives at school before 8:00am, 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 at parent's cost
- 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.



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School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

All staff at Cranbourne East Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Cranbourne East Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as at Term 1, 2019) are:

Zone	Area
Zone 1	Junior Agora & Playground
Zone 2	Canteen/Eating Area/Gym Toilets
Zone 3	Main Agora
Zone 4	Senior Playground, Pirate Ship, Basketball Courts, Picnic Area (2x staff for recess, 1 x staff for each lunch break)
Zone 5	Oval (North end)
Zone 6	Oval (south end)





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School staff must wear a provided safety/hi-vis orange vest whilst on yard duty. Safety/hi-vis vests will be allocated to staff each year.

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:

- 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 measures set out in our 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
- 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 Assistant Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made (eg. Camps, Excursions etc).

If the supervising staff member needs to leave yard duty during the allocated time, they should contact a member of the Leadership Team 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 or call an Assistant Principal, 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 communicate with their teaching partner/s and contact the Assistant Principal if needed. The teacher should not leave the class unattended until there is adequate supervision.



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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 Safety Responding & Reporting Obligations Policy & Procedure](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy was last updated on 2nd December 2019 and is scheduled for review in December 2020. This policy will also be updated if significant changes are made to school grounds that require a revision of Cranbourne East Primary School's Yard Duty and Supervision Policy.