**DANDENONG NORTH PRIMARY SCHOOL**

**YARD DUTY & SUPERVISION POLICY**

**Help for non-English speakers**

If you need help to understand the information in this policy please contact the Administration Office on 97947899 and ask for Alia Hussain (Dari) or for Marcela Varas who can arrange for an interpreter to assist.

**Purpose**

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

**Scope**

This policy applies to all teaching and non-teaching staff at Dandenong North 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

Dandenong North Primary School grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the school playgrounds, the breakfast-club area of the school, and pedestrian entrances of the school.

Parents and carers will be advised through Sentral, the school website and regular reminders in our newsletter that they should not allow their children to attend Dandenong North Primary School outside of these hours. Families will be encouraged to contact the school on 97947899 for more information about before and after school care options that are be 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 (such as OHS Club), or
* 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 a safe “holding environment” supervised by the Principal or their nominee
* contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

## Yard duty

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

The Principal’s nominee – Caroline Hechtman – is responsible for preparing and communicating the yard duty roster on a regular basis. At Dandenong North 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 February 2025 are as indicated on the map:

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| **Zone** | **Area** |
| Zone 1 | Orange Area – Ninja Warrior Course. |
| Zone 2 | Red Area – Year 5 and Year 6 classrooms/soccer pitch/Gym Stage/Aircraft Hanger/Breakfast Club area. |
| Zone 3 | Yellow Area – Basketball Court/Cricket Pitch/Netball Court/Four Square Courts/ Foundation playground. |
| Zone 4 | Pink Area – Year 3 and Year 4 building from David Street gate to Woodlee Street gate at Year 3 portables/Playground corner of David and Woodlee Streets. |
| Zone 5  | Blue Area – Agora area from red path to Year 4 classroom, through to the grass area between Year 3 portables and Year 2 building/concrete area between Year 1/3 building and Foundation building/concrete area between staffroom and Year 3 end of building.  |
| Zone 6 | Green Area – Area between Foundation building/Senior Library/EAL/Year 1 building. |
| Zone 7 | Purple Area – Soccer pitch outside administration building/climbing tower/four square court and walkway along carpark. |



**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 the cupboard beside Marcela Varas.
* Carry the yard duty folder at all times during supervision. The first aid bag will be stored in First Aid room.
* Be familiar with the yard duty information pack containing student health and safety information stored next to the fluorescent jackets with Marcela Varas.
* Yard duty telephones should be carried on yard duty to expedite emergency calls. The telephones should be kept with the yard duty folders. The telephones are to be charged after each duty.

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 line of sight coverage of overlapping areas
* 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)
* ensure students are using play equipment or borrowed sporting equipment in a safe and prudent manner
* be alert and vigilant, particularly with regard to non-authorised people in the playgrounds.
* support PAL students and Peer Mediators by being readily accessible as these students work with other students in the school grounds
* intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
* reinforce behavioural standards and distribute badges to reinforce positive behaviours and compliance with common-sense safe behaviours outlined in the 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 in the Yard Duty folder for uploading on CASES/EduSafe Plus if an injury requiring the attention of the school nurse has occurred.

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 shouldcontact the Yard Duty Coordinator – Caroline Hechtman 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 Yard Duty Coordinator – Caroline Hechtman 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 remain on duty but send a message to the office/call the Yard Duty Coordinator – Caroline Hechtman **or** Assistant Principal Amy Forscutt 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 their Area Leader 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 in 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](https://www2.education.vic.gov.au/pal/excursions/policy).

## Digital devices and virtual classroom

Dandenong North Primary School follows the Department’s [Cybersafety and Responsible Use of Technologies Policy](https://www2.education.vic.gov.au/pal/cybersafety/policy) with respect to supervision of students using digital devices.

Dandenong North 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 by Dandenong North Primary School staff.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

* student attendance will be monitored daily for safety and wellbeing purposes.
* 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 – Kristie Miller – 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 student 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 of Education and Training.

## Other areas requiring supervision

Children are expected to be escorted to specialist lessons by the classroom teacher and escorted from specialist lessons back to classrooms by specialist teachers unless other specific arrangements have been made and documented.

If children are rostered to play on the Dandenong High School site they will be supervised by two teachers identified when the roster is drawn up. Children must cross David Street as a supervised group and return upon the signal of one of the supervising teachers. No road-crossing without supervision is to occur.

**COMMUNICATION**

This policy will be communicated to our school community in the following ways

* Available on the [school’s website](https://www.dandenongnorthps.vic.edu.au/page/192/School-Policies)
* Included in staff induction processes
* Discussed at staff briefings or meetings, as required by the Yard Duty coordinator
* Rosters and updated information will be emailed to staff if alterations are made to respond to changing circumstances.
* 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.

**Further Information and Resources**

* the Department’s Policy and Advisory Library (PAL):
	+ [Child Safe Standards](https://www2.education.vic.gov.au/pal/child-safe-standards/policy)
	+ [Cybersafety and Responsible Use of Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy)
	+ [Duty of Care](https://www2.education.vic.gov.au/pal/duty-of-care/policy)
	+ [Excursions](https://www2.education.vic.gov.au/pal/excursions/policy)
	+ [School Based Apprenticeships and Traineeships](https://www2.education.vic.gov.au/pal/school-based-apprenticeships-and-traineeships/policy)
	+ [School Community Work](https://www2.education.vic.gov.au/pal/school-community-work/policy)
	+ [Structured Workplace Learning](https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy)
	+ [Supervision of Students](https://www2.education.vic.gov.au/pal/supervision-students/policy)
	+ [Visitors in Schools](https://www2.education.vic.gov.au/pal/visitors/policy)

**POLICY REVIEW AND APPROVAL**

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| Policy last reviewed  | February 2025 |
| Approved by  | Principal |
| Next scheduled review date  | February 2027 |

This policy will also be updated if significant changes are made to school grounds that require a revision of Dandenong North Primary School’s yard duty and supervision arrangements.