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## ***YARD DUTY & SUPERVISION POLICY***



### **HELP FOR NON-ENGLISH SPEAKERS**

If you need help to understand the information in this policy please contact the school office.

### **PURPOSE**

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

### **SCOPE**

This policy applies to all teaching and non-teaching staff at Camberwell 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.

#### **Before and After School**

Camberwell Primary School's grounds are supervised by school staff from 8:40am until 3:45pm. Outside of these hours, school staff will not be available to supervise students (unless they are attending a before or after school care program or supervised extracurricular activity).

Before and after school staff will supervise the Basketball Court and Lower Yard (Blue Area) playgrounds on the Senior Campus and the Undercroft and Junior Yard areas on the Junior Campus. The Synthi Grass and Secret Garden on the Senior Campus and the Tennis Court and Strip of Land on the Junior Campus will not be supervised before or after school.

Parents and carers will be advised through the CPS Parent Handbook and regular reminders in our school newsletter that they should not allow their children to attend Camberwell Primary School outside of the above hours. Families will be encouraged to contact Team Kids on 0439 431 980 or refer

School Name: Camberwell Primary School Camberwell Road campus and Reserve Road campus	Policy name Yard Duty & Supervision	Policy Ref. Number VRQA
Approved by: Principal	Date: February 2022	Next: 2023
		Version 2.1



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to <https://teamkids.com.au/venues/camberwell-primary-oshc/> for more information about the before and 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 Camberwell 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 Camberwell 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 insert date Term 1, 2022 are as follows:

Senior Campus:

- Synthi Grass & adventure playground
- Basketball Court
- Lower Yard (Blue Area)
- Lower Reserve Park
- Secret Garden
- Camberwell Tennis Club Tennis Courts
- Library

School Name: Camberwell Primary School Camberwell Road campus and Reserve Road campus		Policy name Yard Duty & Supervision		Policy Ref. Number VRQA	
Approved by: Principal	Date: February 2022	Next: 2023		Version 2.1	



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Staff undertaking Yard Duty in the Lower Reserve Park must ensure that students remain within designated boundaries at all times (as indicated on the Appendix 1: Yard Duty Map). Boundaries include staying to the western side of the footpath that runs across the front of the school and to the south of the park benches in the centre of the Lower Reserve Park. The walkway between the CPS school boundary and the Camberwell Tennis Club is also out of bounds to students.

Staff undertaking Yard Duty on the Camberwell Tennis Club tennis courts must ensure that the courts are unlocked at the beginning of their yard duty shift and locked at the end of the shift, once all students have exited the tennis courts. Staff in this area are also responsible for ensuring that students do not touch the tennis nets or any other equipment that is the property of the Camberwell Tennis Club, including bench seating and the tennis clubhouse building.

Junior Campus:

- Junior Campus Yard/ Undercroft area
- Strip of Land
- Tennis Court

### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. All staff will be provided with their own safety/hi-vis vest and extra vests will be stored in the Yard Duty Tubs in the Senior Campus Staff Room and the bag hooks behind the office at the Junior Campus
- wear a sun hat or carry a parasol at all times when on yard duty to model sun smart expectations for students (please see CPS Sunsmart Policy for further information)
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the Yard Duty Tubs in the Senior Campus Staff Room and the bag hooks behind the office at the Junior Campus.
- Staff on the Senior Campus Basketball Court and Junior Campus Strip of Land must ensure that they are carrying the first aid bag containing the spare EpiPen when on yard duty in these areas
- be familiar with the yard duty information pack containing student health and safety information attached to each first aid yard duty bag
- bring their mobile phone with them at all times when on yard duty to ensure quick communication in the event of an emergency. Please note: mobile phones are only to be used for emergency purposes when on yard duty

School Name: Camberwell Primary School Camberwell Road campus and Reserve Road campus		Policy name Yard Duty & Supervision		Policy Ref. Number VRQA	
Approved by: Principal	Date: February 2022	Next: 2023		Version 2.1	



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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 yard duty area, ensuring that all areas are within line of sight at all times
- 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 CPS 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 using the Student Chronicle on Compass

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 Assistant 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 Assistant 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 phone the Assistant Principal 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.

School Name: Camberwell Primary School Camberwell Road campus and Reserve Road campus		Policy name Yard Duty & Supervision		Policy Ref. Number VRQA	
Approved by: Principal	Date: February 2022	Next: 2023		Version 2.1	



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### Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. This responsibility can not be delegated to a member of the Education Support Staff, classroom volunteer or external contractor (such as staff providing an incursion program).

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the school 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.

### Digital devices and virtual classroom

Camberwell Primary School follows the Department’s [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Camberwell 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 a teacher or member of the leadership team in a classroom or other common learning space (e.g. the library or Wellbeing Hub).

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

- student attendance will be monitored daily using Compass
- 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.

School Name: Camberwell Primary School Camberwell Road campus and Reserve Road campus		Policy name Yard Duty & Supervision		Policy Ref. Number VRQA	
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### 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.

### Other Areas Requiring Supervision

#### **Year Level Line Up Areas**

Students are required to line up in designated areas of the yard at the conclusion of recess and lunch times. Specific line up areas are as follows:

- Foundation- undercover area to the east of the Junior Campus building
- Year 1- undercover area at the rear (southern) end of the Junior Campus building
- Year 2- Senior Campus lower yard western side
- Year 3- Senior Campus lower yard eastern side
- Year 4- Senior Campus basketball court or lower yard (depending on location of classroom)
- Year 5- Senior Campus basketball court, western end
- year 6- Senior Campus basketball court, eastern end

Teachers are required to ensure that they arrive at their class line up area when the bell rings for the end of recess or lunchtime. If students are attending a specialist lesson immediately after recess or lunchtime, the relevant specialist teacher is responsible for meeting the students at their line up area.

#### **Toilet Breaks**

If students need to leave the classroom for a toilet break during class time, they must first ask the teacher’s permission. Teachers will then find a responsible partner who will accompany the student to the toilets and return to the classroom with them. Teachers should take note of students who have left the classroom for a toilet break and monitor the length of time spent outside the classroom. If teachers are concerned that students have not returned to the classroom within a reasonable amount of time they should immediately call the school office and request assistance.

#### **Attending First Aid**

If students need to leave the classroom to receive First Aid treatment during class time, they should first ask the teacher’s permission. Teachers will then find two responsible partners who will escort the student to First Aid. The two partners will then return to the classroom together.

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For information regarding supervision requirements when a student absconds from the classroom please see the [CPS Running Away From School Policy](#).

### School Assemblies

Class teachers are required to attend school assemblies with their students and are responsible for actively supervising students at this time. Teachers should proactively teach students appropriate behaviour when attending assembly, including moving to and from assembly as part of the social skills curriculum. Teachers should ensure behavioural standards and expectations as set out in the CPS Student Engagement and Wellbeing Policy and the CPS Positive Behaviour Matrix during school assemblies.

### 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
- Included as a reference in our school newsletter as required
- 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 in our school newsletter as required.

### FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following school policies:

- CPS Student Engagement and Wellbeing Policy
- CPS Child Safety Responding and Reporting (including Mandatory Reporting) Policy and Procedures
- CPS Running Away from School Policy

This policy was developed with reference to the following topics from the Department’s Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)

School Name: Camberwell Primary School Camberwell Road campus and Reserve Road campus	Policy name Yard Duty & Supervision	Policy Ref. Number VRQA
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		Version 2.1



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- [Supervision of Students](#)
- [Visitors in Schools](#)

## REVIEW PERIOD

This policy will be reviewed annually or if guidelines change (latest DET update late July 2021). This policy also will be updated if significant changes are made to the school grounds that require its revision.

School Name: Camberwell Primary School Camberwell Road campus and Reserve Road campus	Policy name Yard Duty & Supervision	Policy Ref. Number VRQA
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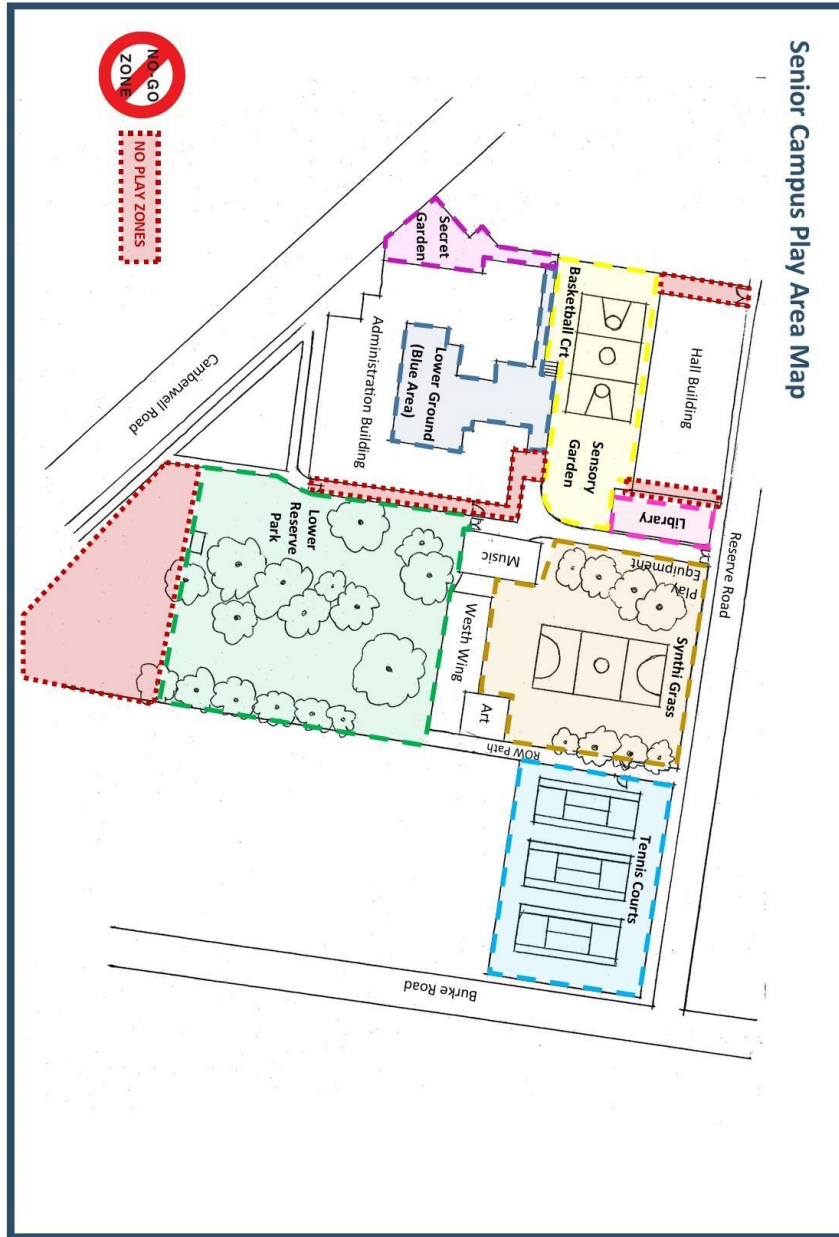
### APPENDIX 1 - PLAYGROUND SUPERVISION MAPS



School Name: Camberwell Primary School Camberwell Road campus and Reserve Road campus		Policy name Yard Duty & Supervision		Policy Ref. Number VRQA	
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