

## **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 Croydon Special Developmental School (Croydon SDS) 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**

Croydon SDS' grounds are supervised by school staff from 8.45am until 3.10pm. Outside of these hours, school staff will not be available to directly supervise students. School staff will be available from 8.45am to supervise students as they transition to their classroom and again from 2.50 to 3.10pm while students transition from school programs to the Crown buses or parent/carer vehicles at the end of the school day.

All school staff are rostered on for before or after school supervision from 8.45am to 9.00 and 2.50-3.10pm must follow the processes outlined below.

If a student arrives at school before supervision commences at the beginning of the day, the principal or assistant principal 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 assistant principal will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- 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.

### **Students who arrive late or leave early**

- Parents/carers bringing their child to school after 9.10am need to sign them in at the front office. The classroom will be contacted and a member of staff will come and collect the student from the parent/carer.
- Parents/carers taking a child to an appointment prior to 3pm need to sign their child out at the front office and advise the Croydon SDS Crown Bus Co-ordinator (Geraldine or Sandra in the front office) if the child travels on Crown buses to and from school.
- All carers from support agencies are required to sign students in at the start of the day and sign them out at the end of the day. Carers will be requested to show their Working With Children card when they first attend the school and a copy will be kept with student records.

### **Students who travel on Crown Coaches**

- Parents/carers of students who travel by Crown Coaches buses to and from Croydon SDS are required to complete a Crown Buses Release of Information form detailing listing people who will drop off and pick up student from the bus pick up point.
- If a different family member or new carer will be picking the student up from the bus stop, parents/carers are required to notify the Croydon SDS Crown Bus Co-ordinator (Geraldine or Sandra in the front office) or Crown Coaches directly. The Crown bus supervisor or driver may request to see a form of identification for any new person picking a child up at the bus stop.

### **Early Education Students**

Students in the Early Education program will be accompanied by their parent/ carer to their classroom and handed over to classroom staff.

### **Yard duty**

All staff at Croydon Special Developmental School are expected to assist with yard duty supervision and will be included in the weekly roster. The roster is developed by each Section Team Leader in consultation with the teachers and education support staff in their section team.

At Croydon SDS, time is allocated for students to have a 15 minute morning recess and a 30 minute lunch recess. A teacher will always be on duty and one staff member from each classroom to ensure there is adequate adult supervision and wherever possible, staff on duty

are familiar with all students. Where required, an additional teacher/ or teacher(s) may be allocated to supervise students during recess breaks.

No students are to be in the playground without a staff member from their class unless there is prior arrangement with the section team.

The section team leader is responsible for preparing and communicating the yard duty roster on a regular basis. At Croydon SDS, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at January 30<sup>th</sup> 2019 are:

<b>Zone</b>	<b>Area</b>
Zone 1	Primary Playground, including Sensory Play Area
Zone 2	Primary Playground – Rooms 1 & 2
Zone 3	Senior Playground including trampoline
Zone 4	Bush Block

Staff who are rostered for yard duty must remain in the designated area at the start of the recess time.

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 your school's *Student Engagement and Wellbeing* policy and Positive Behaviour Support Policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in First Aid Book (CASES Record), on EduSafe (Hazards and near misses), complete Behaviour Incident record if required.
- if staff need to leave the yard or swap with another staff member for any reason, staff should 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 part of the recess break.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the section team leader 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 section team leader but should not leave the designated area until the relieving staff member has arrived in the designated area.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

### **Classroom and Indoor Spaces**

The classroom teacher is responsible for the supervision of all students in their care during class. At Croydon SDS Education Support Staff assist with the supervision of students in all classrooms, kitchens and bathrooms. This includes adequate supervision of students when they are transitioning to different environments within the school.

No student should be in a room without an adult present or within close line of sight.

A thorough risk assessment for recess, mealtimes and bathrooms will be conducted annually and reviewed by the leadership team and OH&S committee.

### **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. 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 Safe Standards](#)
  - [Visitors in Schools](#)

### **REVIEW CYCLE**

This policy was last updated on 2/4/2019 and is scheduled for review in April 2020. This policy will also be updated if significant changes are made to school grounds that require a revision of Croydon SDS' Yard Duty and Supervision Policy.