



## PARK ORCHARDS PRIMARY SCHOOL

### Yard Duty and Supervision Policy

This template was updated in June 2020 to change all hyperlinks to Department policy to reflect the new Policy and Advisory Library (PAL) hyperlink. No other changes were made from the previous version dated April 2019

#### 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 Park Orchards Primary School (P.O.P.S), 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

P.O.P.S 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 be available to supervise the school grounds, by actively walking around the Foundation playground gate, the two Bowmore Ave gates and the lower oval gates.

Parents and carers **should not allow** their children to attend P.O.P.S outside of these hours. Families are encouraged to contact OSHClub on [0478 155 285](tel:0478155285) or refer to <https://www.oshclub.com.au/park-orchards-oshclub-vic/> 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 their details are registered with OSHClub)
- 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.

##### Yard Duty

All staff at P.O.P.S 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 P.O.P.S, school staff will be designated a specific yard duty area to supervise.

**The designated yard duty areas for our school:**

Area	Location
Area 1	Canteen, Library, and the Foundation playground
Area 2	Rainbow/ Spider web play equipment and 1/2 play area in front of the Arts Centre  Please note it is not necessary to walk between the two block A and B as this is highly visible area
Area 3	Top and Bottom Ovals and the Basketball court area and the play equipment between ovals

**Yard Supervision Times**

Description	Start	Finish	No. of staff on duty
Before School	8:45am	9:00am	1
Recess 1	10:40am	10:55am	2
Recess 2	10:55am	11:10am	2
Lunch 1	1:00pm	1:25pm	3
Lunch 2	1:25pm	1:50pm	3
After School	3:30pm	3:45pm	1

**Injured Students**

- The staff member on duty will be responsible for immediate action. If the injury requires further attention, the student will be given a red first aid card and be sent to the staff room with another student. The staff member on duty must remain outside to continue supervising the yard. If the injured student is unable to be moved, yard duty staff are to send a student to the staff room with an 'alert' card and will call an ambulance if required. Extra staff will then be sent outside to assist.

**Behavioural Issues**

- The staff member on duty will be responsible for immediate action should behavioural disruptions occur. Staff should endeavour to resolve conflicts. Students breaking rules may be required to sit out for part of recess or lunch.
- In the case of serious behavioural issues (such as fighting), the students involved should be sent in to the staff room to see a member of the leadership team.
- If students refuse to obey instructions to go inside, the staff member on duty will send a student to the staff room with an 'alert' card. Extra staff will then be sent outside to assist.
- The staff member on duty must remain outside at all times to continue supervising the yard.

**Students entering or exiting the school ground and buildings**

- Students should use the designated crossing when crossing the roads leading to the school.
- Students may alight from a car at the drop off point in Bowmore Avenue before school.
- Students must leave the school ground on foot after school.
- Students may only enter the school buildings supervised by a staff member, a parent/guardian or if they have been authorised to do so by the staff member on yard duty.

**General**

After school duty involves supervising the crossing on Bowmore Avenue until just before 3:45pm when the teacher collects the flags and walks around the perimeter of the two buildings to monitor and identify any children not collected. Students are then to come to the safety area/office area to wait for parents to be contacted. Teachers need to be vigilant about the whereabouts of students after school.

**Areas that are out of bounds include:**

- The steep banks of the oval, below the oval, behind the cricket nets near the fence
- Behind the Community Hall / Library / Portables, boundary fences and behind Arts Centre
- Outside school boundaries
- No students are permitted in the building at lunch or recess breaks unless they are hurt, or it is an emergency or if they have direct to because of the weather
- No climbing trees, buildings or other dangerous structures
- No ball games against the walls of the school

**PLAY AREAS: (Appendix B)**

- The 'Rainbow and Spiderweb' playgrounds and the area in front of the Arts Centre is for F- 2 students
- The play equipment next to the Foundation Centre is for Foundation students only
- The play equipment under the pine trees is for Years 3- 6 students only
- The lower oval is shared by Year 5/6 with the Year 1/2 students
- The top oval is reserved for 3/4 students
- The basketball and down ball courts are reserved for 3-6 students
- The running track is shared by students

**Miscellaneous:**

- Balls on the roof should not be retrieved by students, they will be retrieved regularly by a staff member who has a ladder licence.
- Balls over the fence – students should not attempt to retrieve their ball. Students should discuss retrieval of the ball with the teacher on duty.
- Dogs or other animals in the playground are to be reported immediately to the Principal or the Assistant Principal.

**Principal's Discretion:**

- The Principal may declare any changes or restrictions to playing areas or playground rules as is deemed appropriate.

**This Policy is underpinned by the:**

- Behaviour Management Policy
- Bullying, Cyber-bullying and Harassment Policy
- Duty of Care Policy
- Student Engagement and Wellbeing Policy
- Student Welfare Policy

**4. EVALUATION**

- This policy will be reviewed as part of the school's four-year review cycle or as needed

**Appendix A:** Map of supervision areas

**Appendix B:** Play areas designated for specific year levels

This policy was last reviewed

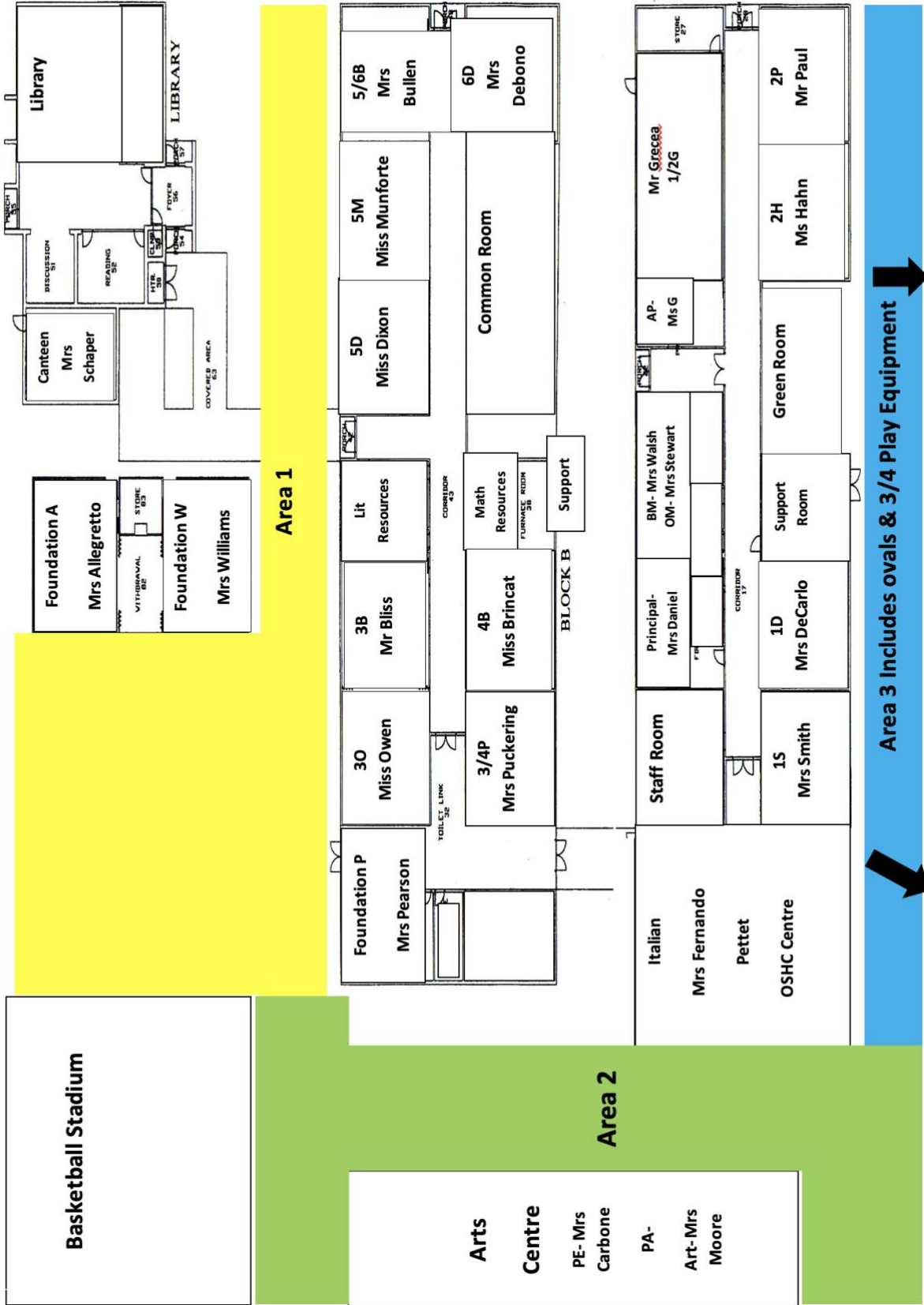
**January 2021**

and will be reviewed in

**January 2024**

Appendix A: Yard Duty Supervision Areas

2021 Yard Duty Supervision Areas



Appendix B: Play areas designated for specific year levels

