

# MPS YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Mentone Primary School on 9583 2995 or [mentone.ps@education.vic.gov.au](mailto:mentone.ps@education.vic.gov.au)



## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Mentone 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

Mentone Primary School'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 school**

School commences at 9.00am. Mentone Primary School staff supervision of the grounds commences at 8.45am until 9.00am. For the safety of all children, students may not be dropped at school before 8.45am.

Parents may not arrive before the drop off time with the aim to supervise their own children. This leads to conflict about who is responsible for whom and encourages other students to arrive earlier than permitted which quickly escalates the issues that can occur in the playground without supervision.

If a student must arrive prior to 8.45am they should be booked into before school care with Team Kids.

## **After school**

School finishes at 3.30pm. Mentone Primary School staff supervision of the grounds commences at 3.30pm until 3.45pm.

For the safety of all children the following procedures apply:

1. Prep students must be picked by an authorised adult from their classroom teacher in the courtyard.
2. Students may not wait at the front of the school and under no circumstances leave the school by the front gates on Childers Street unaccompanied by an adult due to the dangers present at this congested traffic time. If you are picking your child/children up from these entrances by car you must enter the school and collect them from the courtyard.
3. Students who are walking /riding home will exit the school via the side gate on Rogers Street or the back gates on Mitchell Street where there is a pick up and drop off area.
4. Students, parents and visitors may not ride bicycles or scooters on school grounds and should dismount before entering the grounds.
5. Students may not wait to be picked up in the foyer with the exception of emergency cases where the office staff have been notified or circumstances that have been organised formally with the Principal.
6. If a student has not been picked up by 3.45pm they will be directed to the office and a parent will be contacted. (Regularly picking up students after 3.45pm from the office is not acceptable and Afterschool Care should be arranged with Team Kids).
7. Pets such as dogs are not permitted on school grounds.  
If we cannot contact you by 4pm your child will be taken to After School Care and families will be charged accordingly.

Families are encouraged to contact Team Kids on 1300035000 or refer to [TEAMKIDS.COM.AU](https://www.teamkids.com.au) for more information about the before and after school care facilities available to our school community.

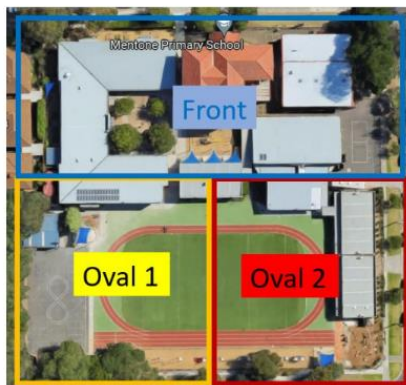
School staff who are rostered on for before or after school supervision must follow the processes outlined below.

### Yard duty

All staff at Mentone 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 Mentone Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as of Term 1, 2023 are The Oval, Front 1 and Front 2 of the school.



<p><b>Teachers MUST carry a mobile phone</b> whilst on duty. Office Ph: 9583 2995</p>
<p><b>Yard Duty Procedure</b></p> <p>There are 'duty bags' and 'hi vis vests' on hooks in the staffroom. You are required to wear the 'hi vis vest', a hat (Term 1 and 4) and carry the duty bag. (band-aids are available in duty bag)</p> <ul style="list-style-type: none"><li>• Check the yard duty zone and ensure you patrol all areas of the zone.</li><li>• Be punctual for your duty and do not leave your area until bag handover or end of duty sessions.</li></ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"><li>• All students are to be seated whilst eating</li><li>• Hats must be worn during Term 1 and Term 4. Any students without a hat MUST PLAY in a shaded area in the courtyard.</li><li>• Injured students to be sent straight to the office to see the 1<sup>st</sup> Aid Officer on duty.</li></ul>

### Yard duty equipment

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests and first aid bags will be stored behind the door of the staffroom on designated hooks.

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 the school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any issues or incidents as appropriate on the incident reporting form.
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), 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.
- 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).

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 organise to swap yard duty with another staff member or 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 a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should either phone the office or send two student to the staffroom and not leave the designated area until a replacement 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 Year Level Coordinator if available or the office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

### **Eating Lunch**

Teachers will supervise students eating lunch from between 1.30pm and 1.40pm. Children will finish eating their lunch in the courtyard or, if in Grade 5 or 6, on the Grade 5/6 Learning Centre balcony.

### **Toilets and Messages**

Students will always be asked to travel in pairs when going to and from the toilet and when delivering messages.

### **Wet Day Supervision**

- Staff and students will be advised of a wet day timetable via the school public address system.
- If a wet day is notified during a break the teachers on duty will ensure all students are at their designated class before attending their own.
- Students waiting for their teachers will wait in designated areas under cover.
- Staff will supervise shared areas and split supervision time equally (Specialist staff are allocated a Professional Learning Team to assist with lunchtime supervision).
- Students will remain in their own classes.

### 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-, [and will follow the supervision requirements in the Department of Education and Training Excursions Policy.](#)

### Digital devices and virtual classroom

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

### 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.

### 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.

## 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 each term
- 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 contained in our school newsletter.

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
  - [Child Safe Standards](#)
  - [Cybersafety and Responsible Use of Technologies](#)
  - [Duty of Care](#)
  - [Excursions](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	23/6/2022
Approved by	Principal
Next scheduled review date	23/6/2024

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