

Purpose

All staff have a duty of care to ensure that the supervision, safety and well-being of students is maintained at all times. Adequate supervision of students in the school yard is a requirement of the school's duty of care.

Watsonia North Primary School will satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff.

Aims

To provide a policy framework for student supervision which:

- ensures that students are provided with continuous supervision
- establishes a set of guidelines in line with the *Student Engagement and Inclusion Policy*
- ensures that yard duty responsibilities are clearly documented, communicated and shared equitably.

Implementation

Yard Duty:

- As part of our duty of care, our school is required to adequately supervise students for a defined period before school, at recess time and lunch time and after school.
- This on-site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventive measures could be taken.
- It is essential parents/carers are kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information should be clearly provided to parents/guardians on a regular basis.
- A roster system will be used to timetable staff members for supervision in the yard, "time away" room and library lunch opening times. (Refer to Appendix B)
- Yard supervision will include before school, recess and lunch breaks, and after school. Staff are to ensure that they are on duty in the yard throughout the times specified:

First Shift		Second Shift	
	8.45 - 9.00am		10.50 - 11.00am
	10.40 - 10.50am		1.20 - 1.50pm
	12.50 - 1.20pm		3.30 - 3.45pm

- Staff are to ensure that they are on duty **punctually** and that:
 - supervision is constant and diligent
 - a visible presence is maintained (wearing of yellow safety vests)
 - school issued mobile phones are carried at all times
 - lanyards with information about specific children and particular medical conditions are taken out to duty
 - students avoid out-of-bounds areas



- students do not indulge in rough or dangerous activities (*Refer to Appendix A*)
- bullying does not occur (*Refer to Appendix A*)
- the yard is kept in a clean condition
- students adhere to the school's SunSmart policy.

General supervision:

- At mid lunchtime and recess, change-over of staff will take place so that the yard is not left unattended. Should a staff member not be present or has not provided adequate supervision on a scheduled duty, he/she may be in an adverse position if an accident occurs and complaints or litigation follows.
- Full details as to areas of yard duty supervision and times will be made available to CRTs by the Assistant Principal or their nominee.
- Variations to the roster (ie excursions) need to be arranged between teachers and the yard duty coordinator (Assistant Principal) must be informed. Details of such arrangements are to be published on *Sharepoint*, prior to the yard duty or time out swap taking place.
- Most accidents or illnesses occurring in the school ground are of a minor nature. Teachers should use their discretion as to the severity of the injury. Yard duty teachers are to deal with minor injuries whilst out in the yard. If a student's injury is more serious (bumped head, deep cuts, blood noses, excessive bleeding), students can be sent into the First Aid room. The injured student needs to be given a Yard Duty card (found in teacher's hip bag) before coming inside the building. If an injury is very serious, yard duty staff can call the Sickbay/Staffroom via the mobile phone for extra help.

As a teacher's primary consideration is the continuance of their yard duty supervision, only in the event of a serious accident should they leave that duty to accompany the injured student.

- Students are not permitted to be in the building(s) at any time without teacher supervision. This includes recess, lunch, before and after school.
- All teachers must ensure they are at their line-up areas with their classes before the final bell.
- Any unknown person in the school grounds not wearing a Watsonia North visitors' badge must be approached and asked to report to the school office.
- Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are required to pick up their child by the end of the designated supervision period. Parents/carers will also be informed via the school's newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.
- In cases when a student has not been collected by 3:45 pm they are required to wait at the front office. After 4:00 pm the student will be automatically enrolled in the Out of School Hours Care program.

- The school must receive written permission from a parent/carer before the school will authorise a student to be dismissed to:
 - go home for lunch
 - to attend an appointment during school hours.
- Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early.

Student Absences:

It is a Departmental requirement that parents/guardians notify the school of their child's absence. For absences where there is no exemption in place, a parent/carer must provide an explanation on each occasion to the school.

Parents/carers should notify Watsonia North Primary School of absences by one of the following:

1. entering the reason and date on Compass.
2. contacting reception by phone – 9435 1285 or via email – watsonia.north.ps@edumail.vic.gov.au

If a student is absent on a particular day and the school has not been previously notified by a parent/carer, or the absence is otherwise unexplained, our school will notify parents/carers at **10.00am** via Compass SMS service.

Watsonia North Primary School will attempt to contact parents/carers if notification hasn't been received by 11.00am on the same day of the unexplained absence, allowing time for the parent to respond.

If contact cannot be made with the parent/carer, the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

Note: When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Inclement/extreme Weather Procedures:

An announcement will be made should inclement/extreme weather procedures be required. The Principal, Assistant Principal or Yard Duty teacher can call a Wet Day/Hot Day:

- If there is constant rain and it doesn't look like it will stop
 - temperature is at or has exceeded 35°
 - discretionary purposes.
- At no times should children be allowed to get wet or too hot. If it starts to rain during a break, an announcement to send students inside will be made. Sending students "under cover" should be avoided.
 - Arrangements for supervision of students during inclement/extreme weather will be published as part of the Yard Duty timetable (See Appendix A).

- During inclement/extreme weather, students will remain inside their classrooms and are only permitted to leave to go to the toilets. Students are not permitted to “play” in the corridors or under the covered walkways. It is the responsibility of the class teacher to ensure that the students have suitable activities available to engage with on these days.
- Should the entire lunch break be an inclement/extreme weather program, the changeover of supervising teachers should occur at the classroom area, not in the staffroom or office.
- If weather conditions improve before the half time bell (1:20 pm) an announcement will be made directing students to go outside. Students leaving classrooms need to line up and wait for the duty teachers to dismiss them before going outside.
- Because of inclement weather, it may be necessary to bring students inside before 9:00 am. On such occasions all teachers are required to be in their classroom no later than 8:45 am for supervision purposes.

Further Information & Resources

This policy is to be read in conjunction with the school's *Duty of Care Policy* and *Student Engagement and Inclusion Policy*.

Links which are connected with this policy:

[DET Yard Duty Supervision Policy](#)

Appendices which are connected with this policy:

Appendix A: General Rules & Management Guidelines

Appendix B: Yard Duty Timetable

Evaluation & Review

Evaluation of the *Onsite Supervision Of Students Policy* will occur every four years as stipulated in the *Watsonia North PS Policy Review Cycle* document.

This policy was updated in September 2018 and is scheduled for review in 2022.

APPENDIX A: General Rules & Management Guidelines

General Rules

- Play safely
- Respect others
- Look after our school
- Do your best

Management Guidelines

Play Safely

- Play safely in the correct areas.
- Walk quietly inside the school and use the nearest and allocated door(s) to your classroom.
- Leave dangerous and/or expensive things at home.
- Walk bicycles and scooters across the school ground and wear an approved helmet.
- No riding bikes during school hours.
- Wear sensible shoes at all times. No thongs or open toed sandals.
- Do not play or eat in the toilets.
- Food is to be eaten only in the designated areas.
- The first aid room is only for sick or injured people and students should only go there when directed by a teacher.
- Stay outside unless directed inside and supervised by a teacher.
- On wet days or very hot days, come inside only after hearing an announcement.
- School hats are compulsory during all outdoor activities from September to end of April.

Respect Others

- Do not hurt, annoy other people or take part in fighting or bullying.
- Spitting is unhealthy and unacceptable.
- Allow everybody to play safely and cooperatively.
- Be respectful and polite and do not swear or verbally abuse others.
- Students are encouraged to seek assistance from senior (buddies) to resolve minor conflicts.

Look After our School

- Put all litter in the bin.
- Care is needed when playing near the plants or trees.
- Look after all buildings and school property.
- Be your best at all times.

Playground Rules

Note: Please ensure that all students are familiar with the playground rules and Out of Bounds areas.

- No climbing of any trees.
- No use of sticks in any games.
- No throwing of missiles such as stones under any circumstances.
- Tackling in any games is prohibited except when a teacher is taking organised sports practice.
- No kicking of balls is allowed on the turf areas or entrance areas of the school.
- No running or playing chasing games on the adventure playground equipment, under covered walkways or in the breezeways.
- No ball games to be played under covered walkways or in the breezeways.
- No student is permitted to leave the school grounds during school hours without teacher/parent supervision.
- No student is to retrieve a ball from outside the school grounds or the car park. These may be retrieved by staff when appropriate/practical to do so.
- No student is permitted in the classrooms during recess and lunch times unless instructed to and supervised by a teacher.
- No climbing of any fences.



- Hats must be worn outside at all times from September to end of April.
- Cricket can only be played on the oval and in the cricket nets.
- The use of hard balls (cricket, softball) is not permitted without teacher supervision.
- Students must play on their allocated playground equipment.
- No ball games are permitted in playground equipment areas.

Out of Bounds Areas

- The embankment area of the oval near Dundee Street.
- The embankment area behind the Prep to Year 2 building.
- The staff car park.
- No student is permitted on the roof, or to attempt to retrieve a ball or similar object on the covered ways
- No student is permitted under the portables.
- No student is to play in the garden beds.
- Only monitors appointed by teachers are allowed in the sports shed.
- Students must not play in the toilet areas.
- Students are not to play on the steps at the entrance to the school.



APPENDIX B: Yard Duty & Time Out Timetables

YARD DUTY TIMETABLE – TERM 1 2018 3/2

SHIFT		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 st Half	South Side	JAMES MONK (1-6)	RACHEL MERCURI (Before & Lunch) BONNIE LEWIS (Recess) (19-24)	CLARE MEEHAN (Lunch) RACHEL ROFFEY (Before school & Recess) (14-18)	LYN DALE-KUMMER (19-24)	JALIYA RUDD (Recess & Before school) HELEN TOMBOLATO (Lunch only) (8-13)
	North Side General	TRENT OSULLIVAN (19-24)	JULIANNE HALDON (8-13)	VIKKI LYGO (1-6)	SAM REYNOLDS (1-6)	JACQUIE MATTERS (14-18)
	North Side Lower Playground	JENNY STORER (Recess & Before) KRISTIE MORRISON (Lunch) (8-13)	ALI BROWNE (1-6)	ELISSA TRATHEN (19-24)	SUE PEARSON (14-18)	JAMIE JAQUINTA (1-6)
2 nd Half	South Side	KATIE SMITH (8-13)	HAYLEY ANDERSON (19-24)	ELENA TSALIKIS (14-18)	MELISSA GREATREX (19-24)	JESSICA MERRITT (14-18)
	North Side General	SVETLANA RYIZHIKH (14-18)	TONY MOORE (8-13)	CLARE MEEHAN (Recess) JAMIE JAQUINTA (Lunch) (8-13)	JACINTA BENSON (8-13)	GEORGIA WATTS (8-13)
	North Side Lower Playground	SARAH POLLNITZ (19-24)	SARAH LINNSEN (14-18)	RUTH REIDY (19-24)	ASHLEY MAI (14-18)	SCOTT EASTWOOD (19-24)
LIBRARY DUTY 1.20-1.50	CLOSED IF WET OR HOT	SUE ELSWORTH	TAYLA HARRIS KRISTIE WRITING CLUB	NICK KUHN TINA LEGO CLUB	MEEGAN CORBOY	MEEGAN CORBOY

WET/HOT DAY PROGRAM **THE CLASSROOM/S LISTED IN BRACKETS NEXT TO YOUR NAME IS YOUR WET/HOT DUTY SUPERVISION AREA**

SHIFT		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 st Half	2 ND NAMED IS FIRST AID REPLACEMENT WHEN CHERYL IS ABSENT	ELISSA/JAMIE (14-18)	GEORGIA/CLARE (14-18)	LYN /KATIE (8-13)	SVETLANA/RACHEL R (8-13)	JACINTA/JAMIE (19-24)
2 nd Half		SUE/JAMIE (1-6)	ASHLEY/SARAH P (1-6)	TRENT/SARAH P (1-6)	VIKKI/JAMIE (1-6)	SARAH L/TAYLA (1-6)

WET/HOT DAY EMERGENCIES: All available teachers not listed.

YARD DUTY SPECIFICATIONS:

Split duty: The second person listed does the 2nd half of the duty at RECESS
South Side: Supervise area between main buildings, canteen, netball courts, play equipment, 5/6 Retreat, toilets and breezeway. **Behind Portables 19-24 is out of bounds.**
 Supervise Dundee St Entry (8.45-9.00) keeping children off steps / Supervise Dundee St exit (3:30 - 3:45)
BRING CHILDREN NOT PICKED UP TO THE OFFICE AT 3.45.
North Side: Supervise basketball court, play equipment and the oval. **Banks on the Dundee side are out of bounds.**
 Supervise Sharpes Rd Entry (8.45-9.00) keeping children off steps / Supervise Sharpes Rd exit (3:30 - 3:45)
BRING CHILDREN NOT PICKED UP TO THE OFFICE AT 3.45.
Northside Playground: Supervise the rebound wall area and the playground behind the centre.

SHIFT TIMES

NORTH & SOUTH 1 ST HALF	8.45am - 9.00am	NORTH & SOUTH 2 ND HALF	10.50am - 11.00am	NORTHSIDE PLAYGROUND 1 ST HALF	10.40am - 10.50am	NORTHSIDE PLAYGROUND 2 ND HALF	10.55am - 11.00am
	10.40am - 10.50am		1.20pm - 1.50pm		12.50pm - 1.20pm		1.20pm - 1.50pm
	12.50pm - 1.20pm		3.30pm - 3.45pm				

RESTORATIVE ROOM ROSTER – TERM 4 – 2018

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
RECESS					
10.40-10.50	CLARE	RACHEL M	JAMIE	RACHEL R	ELISSA
10.50-11.00	JACINTA	LYN	SAM	SCOTT	ELENA
LUNCH					
12.50 – 1.20	TONY	JAMES	SUE	SARAH P	JAMIE
1.10-1.50	ASHLEY	VIKKI	MELISSA	TAYLA	NICK

* Remember to pick up the Staffroom Mobile Phone for each session. Duty teachers must remain in the staffroom when on duty and there is no child in RESTORATIVE ROOM. This is part of the Anaphylaxis Management system. Due to staff numbers, the Restorative Room duty will be rotated each term to make it equitable for everyone. Published APRIL 2018