



Sunbury Primary School

Yard Duty and Supervision Policy

Aim

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 Sunbury Primary School, 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, times and places.

Implementation

Before and after school

Sunbury Primary School's grounds are supervised from 8.45 until 3.45. Outside of these hours, school staff will not be available to supervise students. Before school, the main area of the school grounds and the front gate are supervised by staff between 8.45am and 9.00am. After school, staff supervise the front and back gates from 3.30pm to 3.45pm. Bus passengers are supervised from 3.30 until the arrival of the bus. If a student is not collected before supervision concludes at the end of the day, the school office will contact parents.

Parents and carers should not allow their children to attend Sunbury Primary School outside of these hours. Families are encouraged to contact the Out of School Hours Program 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 Sunbury Primary School are expected to assist with yard duty supervision and will be included in the weekly Yard Duty Timetable. The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Sunbury Primary School, staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school, as at Term 1 2018 are:

Area 1 – Oval, 5/6 playground, 1/2 passive area

Area 2 – Atrium, Cross building, Industrial Playground, Soccer Pitch, 1/2 and 3/4 playgrounds

Area 3 – Prep playground, basketball courts, sandpit

Area 4 – Sick bay/First Aid

Please refer to the map on the following page.

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 time, to ensure that alternative arrangements can be 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.

If a relieving or second duty staff member does not arrive for duty, the staff member currently on duty should send a message up to the school office and not leave the designated area until the replacement has arrived.

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

Classroom supervision

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave a classroom unattended at any time during a lesson, they should contact the teacher in the next classroom for assistance. These instances should be kept to a bare minimum and only utilised if absolutely necessary.

Teachers should be in classrooms to supervise students by 8.50am each morning.

An Inclement Weather Timetable is also in place at Sunbury Primary School to adequately cover supervision in the event of students needing to remain inside at allocated break times.

School activities, camps and excursions

The Principal Class 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. All ratios will be strictly adhered to.

This policy will be updated if significant changes are made to the school grounds that require a revision of Sunbury Primary School's Yard Duty and Supervision Policy.

Reference:

<https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=42>

Review: 2019