



### Help for non-English speakers



If you need help to understand the information in this policy please contact Hume Valley School.

Ph: 9309 3477

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Hume Valley School - Koroit 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.

### Before and after school

Hume Valley School – Koroit Campus' grounds are supervised by school staff from 8:45am until 3:00pm. Outside of these hours, school staff will not be available to supervise students.

This information is provided to parents/guardians on a regular basis via the school website, facebook and Community News.

Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

Sufficient teachers will be allocated by the school Principal or their nominee to supervise students during these periods. Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the Principal or their nominee. Parents and carers should not allow their children to attend Hume Valley School outside of these hours.

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
- 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.

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

### Early departure of students prior to dismissal time

Students must be signed out of the school if departing prior to dismissal time.

A record of early departures is to be kept on Compass and completed for all students departing the school early. Details will include the student's name, group, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person 16 years and over, authorized by the custodial parent, usually in writing.
- No students will be sent home on their own outside of normal dismissal time, unless with the express written request/permission of the custodial parent.

### Yard duty

All staff at Hume Valley School – Koroit Campus are expected to assist with yard duty supervision and will be included in the weekly roster.

The Sub-School Leader in conjunction with the Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Hume Valley School, school staff will be designated a specific yard duty area to supervise.

Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each term allocating teachers to supervise students in defined areas of the school grounds during these times. Details of the roster are communicated to teachers at staff/sub school meetings, and via email and on Compass.

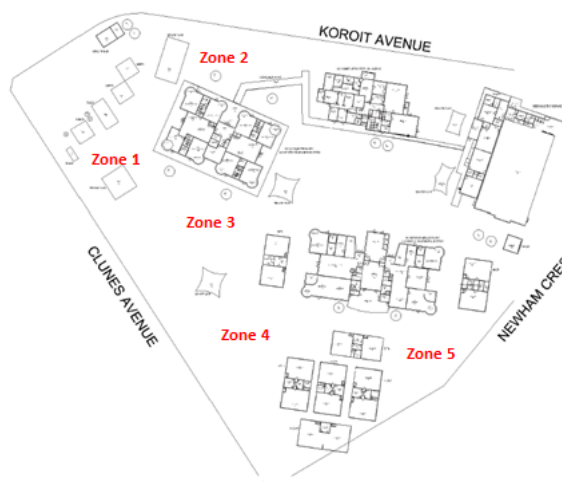
School staff must wear a provided safety/hi-vis vest whilst on yard duty. Staff will be allocated their personal safety/hi-vis vests which they must maintain by washing on a regular basis.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by another staff member.

## Yard duty zones

The designated yard duty areas for our school as eg Term 4, 2021 are

Zone	Area
Zone 1	Bike
Zone 2	Juniors playground
Zone 3	Juniors Trampoline
Zone 4	Oval
Zone 5	Play equipment



## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the classroom.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in [insert location].
- Be familiar with the yard duty information pack containing student health and safety information stored on compass
- Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

## Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising staff must:

- methodically move around the designated zone; behind buildings, around corners, behind trees, etc.
- Lead students in and out of school building.
- be alert and vigilant.
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard.
- send for extra assistance if feeling uncomfortable or concerned with any situation.
- enforce Hume Valley School expected behaviours and implement appropriate strategies and consequences for breaches of safety rules, in accordance with any relevant measures set out in Hume Valley School *Student Engagement and Wellbeing* policy.
- wear yard duty First Aid bag at all times on outside duty
- injuries must be attended to by the supervising staff. The teacher on duty at the time the injury occurred must complete the accident register in consultation with the Subschool Leader.
- notify the Classroom Teacher and Sub School Leader and log any incidents or near misses as appropriate on Compass.
- 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.

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 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 send a message to the office or call Assistant Principal and not leave the designated area until a replacement staff member has arrived.

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

No hot drinks or food to be taken inside or outside during duty.

### Classroom

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

Students must be supervised in the classroom or specialist areas (This includes before and after school lunchtimes and recess breaks).

The teacher has ultimate responsibility for all students in their care (At law, the Duty of care cannot be delegated), this includes supervision of students who are in the care of Education Support Staff or trainee teachers.

External education providers and para-professionals must have appropriate certification (e.g. Working with Children Checks) and ensure that supervision guidelines are followed.

In an emergency situation the teacher must contact the Sub School Leader, or Assistant Principals.

If a teacher needs to leave the classroom at any time during a lesson, they should first contact the Sub School Leader for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Care needs to be taken in allowing students to leave the classroom and transitioning between learning spaces. Movement of students must be supervised at all times.

### 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.

### Unauthorised student departure from school

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately. Teaching staff will be allocated to check the school and its surroundings.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Incident Support and Operations Centre, telephone 1800 126 126.

### Digital devices and virtual classroom

Hume Valley School – Koroit Campus follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Hume Valley School – Koroit Campus will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in the classroom.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored daily
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

### 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.

### Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

### 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

- Discussed at staff briefings or meetings, as required
- Included as a reference in our Staff bulletin when updated or reviewed
- Made available in hard copy from school administration upon request

## 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](#)
  - [School Based Apprenticeships and Traineeships](#)
  - [School Community Work](#)
  - [Structured Workplace Learning](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)
  - [Work Experience](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	Term 4, 2021
Approved by	Principal
Consultation:	Subschool leaders,PCT, school council

Next scheduled review date	Term 4, 2022
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This policy will also be updated if significant changes are made to school grounds that require a revision of Hume Valley – Koroit Campus yard duty and supervision arrangements.