



YARD DUTY & SUPERVISION POLICY

Camp Hill Primary School

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 Camp Hill 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, time and places.

POLICY

Before and after school

Camp Hill Primary School's grounds are supervised by school staff from 8.45am until 3.25pm. Outside of these hours, school staff will not be available to supervise students.

Before school the school will provide supervision of students in the library from 8.15am to 8.45am after which time the library will close. Supervision of students will be provided at the rear of the school from 8.45am to 9.0am, excluding the covered turf area, sustainable garden and cubby corner.

After school

After school supervision from 3.25pm to 3.45pm, will be provided at the designated crossing in the QEO carpark.

Parents can access Out of School Hours Care for their children from 3.25pm to 5.55pm, this is a supervised and accredited program.

Parents and carers should not allow their children to attend Camp Hill Primary School outside of these hours. Families are encouraged to contact Chris Barker on 54433367 or refer to the school website (www.camphillps.vic.edu.au) 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 available)
- 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.

Yard duty

All staff at Camp Hill Primary School are expected to assist with yard duty supervision and will be included in the yard duty timetable.

The Principal or Assistant Principal is responsible for preparing and communicating the yard duty timetable on a regular basis. At Camp Hill Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (Term 1, 2019) are Rosalind Park Playground, Front Playground, Back Playground and Cubby Corner.

Zone	Area
Zone 1	Rosalind Park Playground
Zone 2	Front Playground
Zone 3	Back Playground
Zone 4	Cubby Corner

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staffroom.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staffroom, BER and portable buildings.
- Be familiar with the yard duty information pack containing student health and safety information stored in the yard duty bumbag

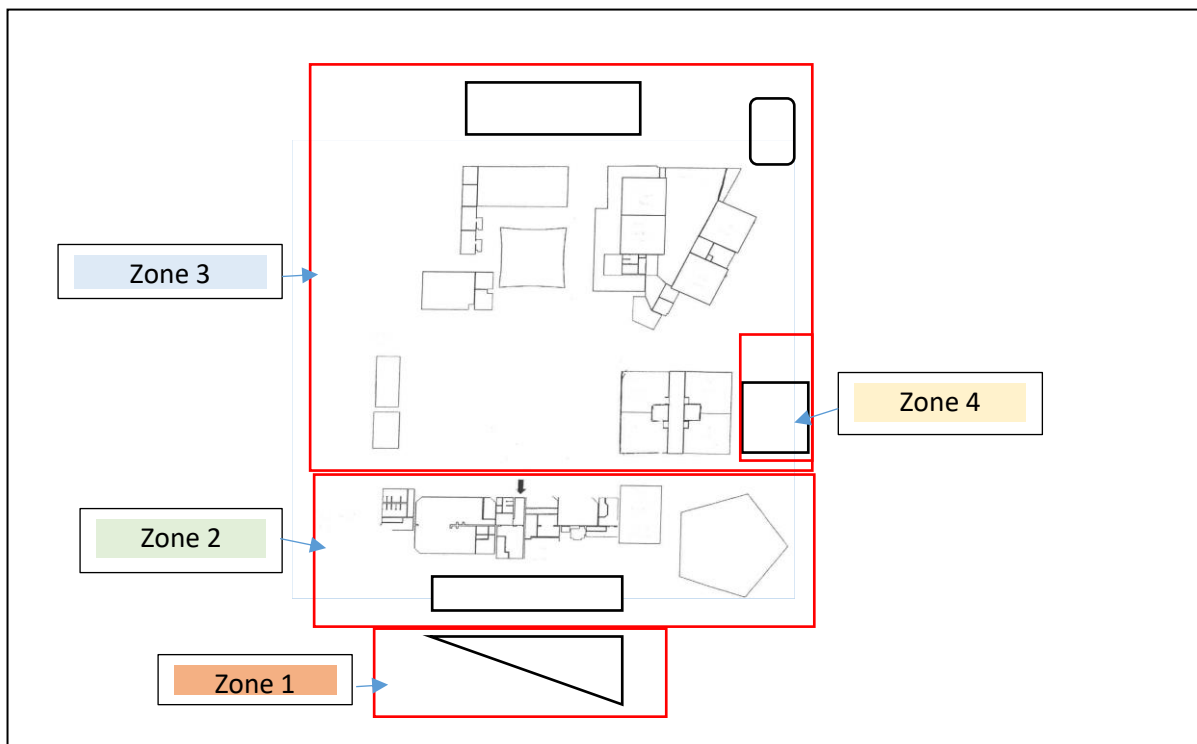
Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

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, including monitoring the gardens in the Rosalind Park playground, the student toilets in the main building, the sustainable garden, covered turf area and cubby corner.
- be alert and vigilant
- 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)
- ensure students remain in their designated year level zones
- 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 Camp Hill Primary School's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Sentral and/or report them to the Assistant Principal or Principal
- 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/Principal/Business Manager 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/Principal/Business Manager 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/ Assistant Principal, 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.

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 the office/Assistant Principal or Principal for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Digital devices and virtual classroom

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

Camp Hill Primary School 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, principal or assistant principal's office .

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.

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](#).

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 sent at the beginning of each term in our school newsletter.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	2024
Approved by	Principal
Next scheduled review date	2026

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