



# YARD DUTY/SUPERVISION POLICY

## **Rationale**

- Adequate supervision of children within the school environment is a requirement of the school's duty of care.
- School authorities in breach of their duty of care may be liable for injuries to children.
- In schools there must be clearly allocated specific responsibilities to staff members to undertake supervision of children, as determined by the needs of the school, to protect children from reasonably foreseeable risks of injury including hazards that are known or could have reasonably been foreseen and prevented.
- Supervision extends to classrooms and other teaching and learning areas within the school.
- This duty extends to intervention in single sex areas by a teacher of the other gender, if required.
- Parents/carers are responsible for student safety when travelling to and from school. They should provide adequate supervision for students entering or exiting the school at the beginning and end of the day. They should obey traffic and parking regulations.

## **Purpose**

- To ensure Northcote Primary School satisfies its duty of care in supervising children.
- To provide a school environment that is supportive of and responsive to the welfare of all children.
- To ensure the school complies with DET policy and guidelines.
- To ensure the school has strategies in place to support the Child Safe Standards 1 and 2.

## **Implementation**

- The safety and wellbeing of children is this school's highest priority.
- The school has developed the pre-requisite Duty of Care Policy.
- The Principal will arrange for supervision according to school needs and ensure the staff is aware of their responsibilities to supervise children during school times as well as before and after school.
- There will be clearly allocated specific responsibilities to staff members published in a Yard Duty Timetable to undertake supervision, as determined by the needs of the school, to protect children from reasonably foreseeable risks of injury including hazard that:
  - are known
  - could have been foreseen and prevented.
- Areas coming under supervision will include all school playgrounds (Henry Street and Helen Street), junior and senior adventure playgrounds, areas between buildings, games areas (e.g. netball and basketball courts) as well as in classrooms and the hall.
- If circumstances warrant, the Principal will arrange for supervision of exit and entry points.
- Children will be supervised during recess (2 staff with high vis. vests) and lunch (3 staff with high vis. vests).
- The Principal will ensure that school supervision is provided for fifteen minutes before and after school. ( Two staff in high vis. Vests – Henry Street and Helen Street entrances)
- Parents/carers will be regularly informed about the supervision that is available before and after school.
- The Principal will ensure that sufficient teachers are available to supervise the departure of children at the end of Northcote Primary School day.
- Northcote Primary School will be alert to situations in which immediate and positive supervision may be required. If for example, a live power line came down outside Northcote Primary School, no emergency workers had arrived, and children were about to be dismissed to walk home, Northcote Primary School would not allow the children to walk out to that danger unsupervised.

- Staff members are expected to be on yard duty at the appointed times.
- It is essential that teachers supervising departures are not called away for other duties without alternate supervision being arranged.
- Through Northcote Primary School newsletter, parents/carers will be encouraged to avoid talking to teachers about their child's progress and should arrange another time for this discussion.
- Children will be closely supervised during off-site sporting activities and/or other excursions. Please refer to Northcote Primary School's the Camps and *Excursion Policy*.
- If Northcote Primary School conducts a cross-aged tutoring program, the Principal will decide how much supervision is required depending on the age of the students, size of the group, nature of the activities and location within Northcote Primary School.
- For supervision during incursions, please refer to the Incursions (Safety of Children Working with External Providers Policy).

Note: Visiting speakers do not have the authority to supervise students in schools.

Teachers must supervise their students during a presentation from a guest speaker.

This includes instructors providing religious instruction in schools.

- Please refer also to the *Duty of Care Policy*, the *Communication Procedures & Schedule Policy*, the *Collection of Children Policy*, *Student Engagement Policy*, *Visitors to Northcote Primary School Policy*, *Working with Children (Suitability) Checks – Volunteers & Visitors*, the *Running Away from School Policy* and the Child Safe Standards.

### **Evaluation**

- This policy will be reviewed as part of Northcote Primary School's review cycle or if guidelines change (latest DET update late May 2018).

This policy was ratified by School Council.....

Reference:

[www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx](http://www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx)