

MONTPELLIER PRIMARY SCHOOL YARD DUTY AND SUPERVISION POLICY

PURPOSE

To ensure school staff understand their supervision and Yard Duty responsibilities.

AIMS

- The Assistant 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 Montpellier 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.

POLICY

Before and after school:

Montpellier Primary School grounds are supervised by school staff from 8.45am until 9.00am and 3.30pm to 3.45pm. Outside of these hours, school staff will not be available to supervise students. Parents are advised of this through the School newsletter, the School website and the School Information Handbook.

The Montpellier Drive crossing is not supervised by the COGG. Flags are placed at this crossing at 8.45am and 3.30pm. Parents are required to supervise their children at the Montpellier Drive crossing. A teacher supervises the Mt Pleasant Rd exit from 3.30pm to 3.45pm. The COGG supervise the Mt Pleasant Rd crossing.

School staff supervise the school grounds from 8.45am to 9.00am.

Parents and carers should not allow their children to attend Montpellier Primary School outside of these hours.

Families are encouraged to contact the school's Out of School Hours Care facility office 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 or remains after supervision has concluded at the end of the day, the parents will be contacted to advise of the supervision arrangements and request that the parent make alternative arrangements. If the parent cannot be contacted at the end of the day we will attempt to contact emergency contacts, place the child in Out of School Hours Care (if available) or if these are unsuccessful contact Victoria Police or DHS to arrange for supervision, care and protection of the student.

Recess and lunchtime Yard Duty supervision:

All staff at Montpellier Primary School are expected to assist with Yard Duty supervision and will be included in a weekly timetable.

The Assistant Principal is responsible for preparing and communicating the Yard Duty timetable on a regular basis. At Montpellier Primary School staff will be designated a specific Yard Duty time and area to supervise.

There are 5 designated areas and staff are to make sure they are out on time and show respect to their colleagues by changing over at the designated time. Each staff member is to carry the Yard Duty Folder, ipad and First Aid bumbag and wear the hi-vis vest for easy recognition by the students.

The Yard Duty folder will contain the current Yard Duty timetable, current photographs of students at the school with medical concerns eg. Anaphylaxis. It will also contain instructions on how to enter incidents on Compass on the ipad, what to do if a student has a serious incident, first aid instructions for asthma and anaphylaxis.

The hi-vis vest, folder, ipad and bumbag is located at the door of the staffroom.

During Yard Duty the supervising staff must –

- Methodically move around the designated zone to cover the whole area, to ensure they are in line of sight of the students in that area.
- Be alert and vigilant
- Intervene immediately if potentially dangerous or inappropriate behavior is observed in the yard.
- Enforce behavioral standards and implement appropriate consequences for breaches of safety rules, in accordance with the Student Behavior Management Procedures.
- Ensure that students who require First Aid assistance receive it as soon as practicable.
- Log any incidents on Compass
- When the staff changeover the first staff member to provide a brief handover to the second staff member.

If a staff member is unable to do their designated Yard Duty due to excursion etc... they must make a swap with another staff member and notify the Assistant Principal of this change.

If the supervising Yard Duty teacher needs to leave their area during the allocated time for any reason or their second staff member does not arrive, the staff member should send a child to the office to alert the Assistant Principal so a replacement can be arranged.

Should students require assistance during recess and lunchtime, they are encouraged to speak to the supervising Yard Duty teacher.

Classroom:

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

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

School activities, camps, sporting events and excursions:

The Principal and Leadership 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, sporting activities and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

FURTHER INFORMATION AND RESOURCES

Student Behavior Management Processes

Playground Rules

Yard Duty timetable

Yard Duty timetable features

REVIEW CYCLE

This policy was last updated on 11 August, 2019 and is scheduled for review in August 2020. This policy will also be updated if significant changes are made to school grounds that require a revision of the Montpellier Primary School's Yard Duty and Supervision Policy.