



YARD DUTY SUPERVISION POLICY

This policy is an Operational Policy.

Date written:	2023	Date reviewed:	February 2023
School Council Ratified:	Not Required	Next review:	

Reviewed in line with DET 2022 Template



Help for non-English speakers

If you need help to understand this policy, please contact Rosanna Primary School on 94572592 or email the school: Rosanna.ps@education.vic.gov.au

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Rosanna Primary School, 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Rosanna Primary School's grounds are supervised by school staff from 8:45 am until 3:45 pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the lower area of the school along Bellevue Avenue and the upper area of the school along Grandview Grove.

Parents and carers will be advised through compass notifications and regular reminders in the school newsletter that they should not allow their children to attend Rosanna Primary School outside of these hours. Families will be encouraged to contact TheirCare on **1300 072 410** or refer to <https://theircare.com.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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Rosanna Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

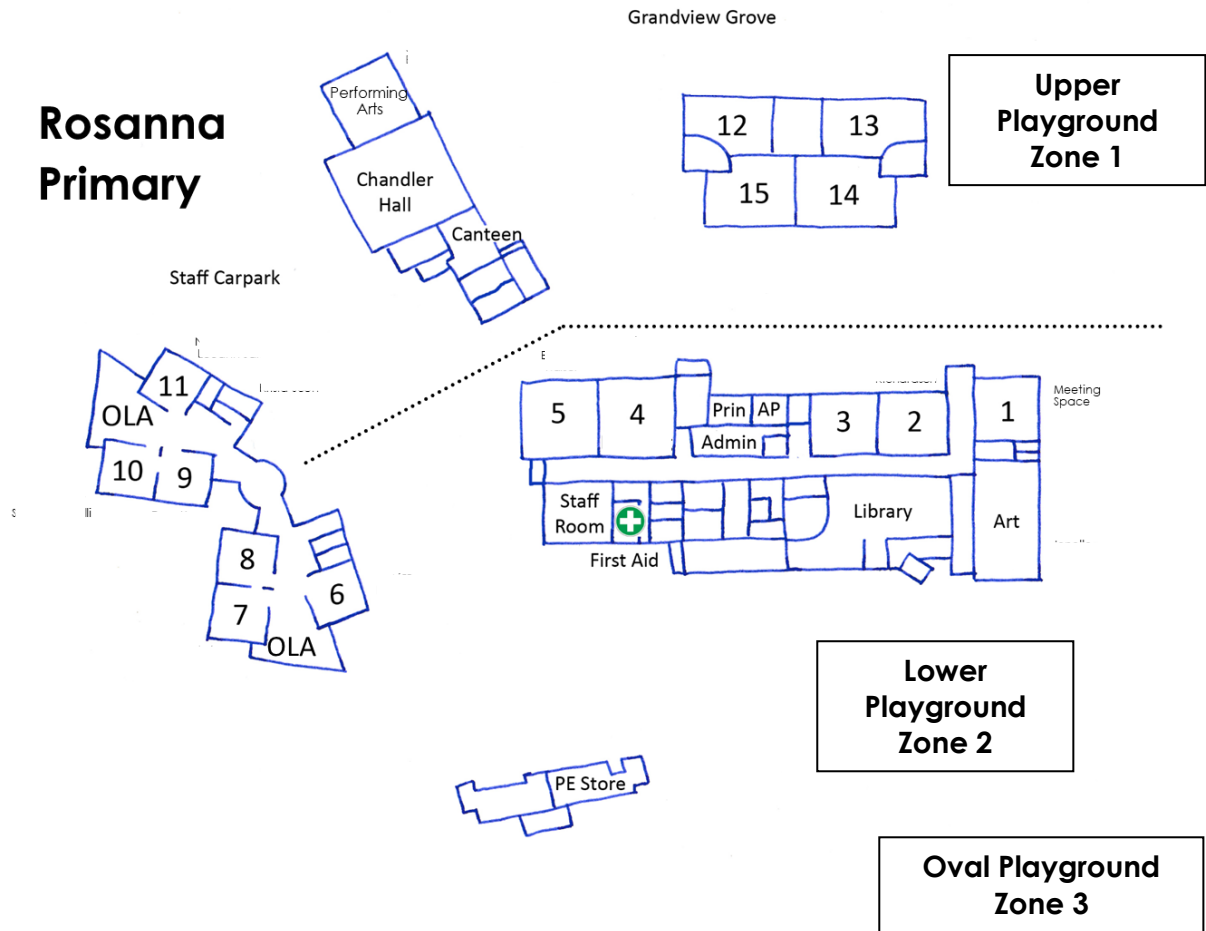
The Principal /Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Rosanna Primary School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school as at Term 1, 2023 are the Upper area, Lower Area and the Oval Area.

Zone	Area
Zone 1	North Upper Area
Zone 2	South Lower Area
Zone 3	Oval Area

**Rosanna
Primary**



POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Approved by	Principal
Next scheduled review date	2025