

# **FRANKSTON SPECIAL DEVELOPMENTAL SCHOOL** **YARD DUTY SUPERVISION POLICY**

## **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, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Frankston Special Developmental School (FSDS), including education support staff, casual relief teachers and volunteers.

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**

### **Yard duty**

Frankston Special Developmental School's grounds are supervised by school staff during recess and lunch time playtimes. Outside of these hours, school staff are not available to supervise students unless they are out with their own students

No student is allowed to enter school grounds prior to 8.50 when the morning bell goes. All students arriving early are required to take a seat at reception.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will:

- 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.

### **Yard duty**

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

The assistant principal is responsible for preparing and communicating the yard duty roster on a regular basis. Staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school

<b>Junior playground</b>
<b>Oval including upper playground</b>



Oval incl upper playground

Junior playground

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 need to:

- move around the area
- be alert and vigilant
- engage with the students; play games such as football, chasey or 'what's the time Mr Wolf?'
- apply S-W PBS strategies to manage behaviour
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses on Sentral

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 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.

## **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 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 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 and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

## **FURTHER INFORMATION AND RESOURCES**

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

## **REVIEW CYCLE**

This policy was last updated on Feb 2018 and is scheduled for review on Feb 2021. This policy will also be updated if significant changes are made to school grounds.

*PLEASE NOTE: THIS POLICY DOES NOT NEED SCHOOL COUNCIL APPROVAL/RATIFICATION*

*THIS POLICY WAS ADAPTED FROM YARD DUTY POLICY ISSUED BY THE DET POLICY ADVISORY GUIDE*