

## Policy

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### **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 Kororoit Creek 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**

KCPS grounds are supervised by school staff from 8.45 am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be available to supervise the back area of the school, the agora area and the front of the school.

Parents and carers should not allow their children to attend KCPS outside of the hours of supervision. Families are encouraged to contact YMCA Out of School Hours Care program or refer to the [YMCA website](#) 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.

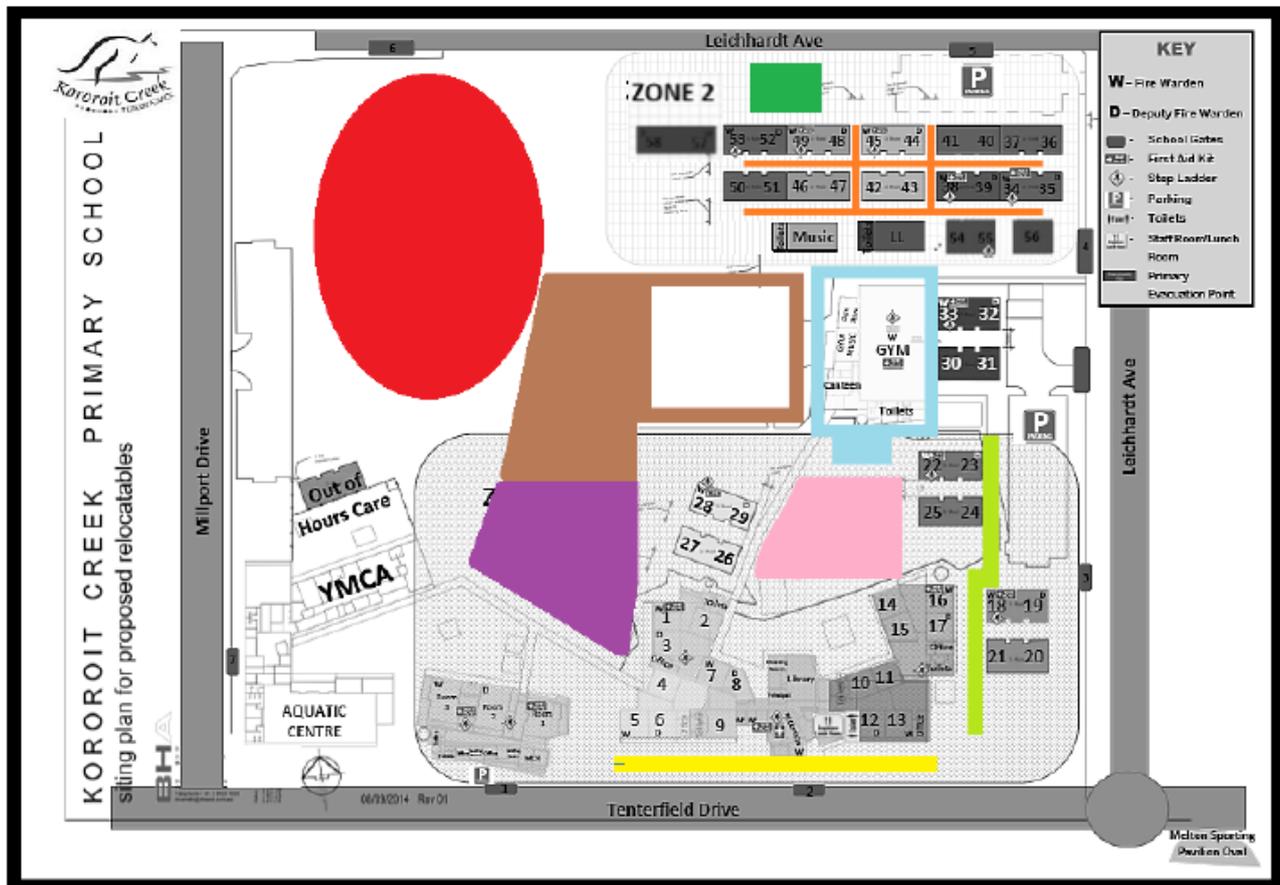
School staff who are rostered on for before or after school supervision must follow the processes outlined below.

## Yard Duty

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

The principal nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At KCPS, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 1 2021 are as follows:



**Area 1:** Quiet area- no ball games. Sweeping H05-H13

**Area 2:** Sandpit and playgrounds – appropriate use of sand. Sweeping H03 – pool gate.

**Area 3:** No ball games on the deck  
Checking toilets, checking canteen lines  
Full sweep around the gym  
Checking larger playground as part of sweep

**Area 4A:** Sweeping back half of the oval near goals and area next to H57/58

**Area 4B:** Sweeping front of the oval near YMCA and goals

**Area 5:** In between portables - sweeping  
Quiet area – no ball games on decks – no running  
Sweeping supervision H34 – H35  
Checking toilets next to Learning Lab

**Area 6:** Basketball court – basketball, netball, downball (non-kicking sports). No physical contact. Sweeping supervision of ramp toilets, basketball court and behind H27 & H28

**Area 7:** Quiet area – H16 & H17  
No ball games on the deck H22 – H25

**Area 8:** Agora. Appropriate ball games (not soccer, football or basketball)  
Checking toilets next to H02 & H10  
No children in or running through garden beds

**Area 9:** Gagapit – following direction of play  
20 students max for shorter, quicker games  
Ensure children are lining up

*Kororoit Creek Primary School has a zero tolerance for any form of child abuse*

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in each teacher's classroom.

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
- be alert and vigilant
- 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 our school's [Student Wellbeing and Engagement Policy](#)
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate by contacting the Principal or Assistant Principal

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Assistant Principal or Leading Teacher 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 front Office but should not leave the designated area until the relieving staff member has arrived in the designated area.

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 their neighbouring classroom or Area Assistant Principal 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, including when external providers are engaged to conduct part or all of the activities. 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 and evaluation**

This policy was last updated on 27 January 2021 and will be reviewed annually, or if significant changes are made to Kororoit Creek Primary School's grounds.