



YARD DUTY and SUPERVISION POLICY

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Glenallen 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

Glenallen School's grounds are supervised by school staff from 8:30am until 3:30. Outside of these hours, school staff will not be available to supervise students.

Before school	8.30 – 8.50am	Primary corridors, Senior courtyard and Transition corridor
Morning Recess	10.30 – 10.45am	PS and SS corridors and internal courtyard areas, Transition corridor and outdoor area Extreme heat/Wet weather: PS corridors, internal courtyard, P8 SS corridors, courtyard Transition corridor, T3
First half lunch	12.45 – 1.15pm	PS and SS corridors, internal courtyard and outside playgrounds, Transition corridor and outdoor area Extreme heat/Wet weather: PS corridors, internal courtyard, P8 SS corridors, courtyard, Library Transition corridor, T3
Second half lunch	1.15 – 1.45pm	PS and SS corridors, internal courtyard and outside playgrounds Transition corridor and outdoor area Extreme heat/Wet weather: PS corridors, internal courtyard, P8 SS corridors, courtyard, Library Transition corridor, T3
Bus Bay	3.15 – 3.30 pm	Bus Bay areas 1,2 and 3

Parents and carers should not allow their children to attend Glenallen School outside of these hours. 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. 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 and if necessary other emergency contacts.

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

Yard duty

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

The Leading Teacher in each sub school is responsible for preparing and communicating the yard duty roster on a regular basis. At Glenallen School, staff will be designated a specific yard duty area to supervise.

Leading Teachers will be rostered for one hour of duty over the week.

Graduate teachers working full time will be rostered for one hour of duty over the week.

Teachers will be rostered for yard duty according to their time fraction

Time fraction	Hourly allocation
Full time teachers	1.5 hours
0.8 Teachers (4 days)	1.25 hours
0.6 Teachers (3 days)	1 hour
0.4 Teachers (2 days)	0.75 hours
0.2 Teachers (1 day)	0.5 hours

ES1 staff are entitled to a daily half hour lunch break.

Rostering Possibilities

- Minimum of 2 recess duties over the week
- Daily - Half hour meal assistance and half hour duty
 - One hour meal assistance
 - No meal assistance and one hour duty

If the hour meal assistance finishes early, ES1-1 staff must go on Playground duty.

ES1-2 staff – If your charge is absent, you are expected to follow your usual rostered duties unless redeployed by AP or HOD.

Therapists will complete an hour lunch assistance and are to go to the playground if the meal assistance finishes early.

Therapy staff (OT and PT) timetabled into lunchtime programs will actively engage and support students for the entire lunch break.

The Head of Department of the Primary, Senior and Transition school are responsible for preparing and communicating the yard duty roster on a regular basis. At Glenallen School, school staff will be designated a specific yard duty area to supervise. Designated areas used is weather dependent and staff allocated according to areas being used.

The designated yard duty areas for Glenallen School are as follows:

Zone	Area
1	Primary School playground
2	PS Internal courtyard
3	P8 Common room
4	Primary School corridors
5	Senior School playground
6	Senior School courtyard
7	Senior School external courtyard
8	Library
9	Senior School corridors
10	Transition outdoor area
11	T3 Classroom
12	Transition corridor



GLENALLEN SCHOOL YARD DUTY ZONES



Yard duty responsibilities

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 to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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 Glenallen School's Student Engagement and Wellbeing policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on the Glenallen Behaviour Incident Report proforma.

If being relieved of their yard duty shift by another staff member, (for example, where the shift is 'split' into 2 consecutive time periods ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.

If the supervising staff member is unable to conduct yard duty at the designated time, they should make alternative arrangements and inform the HOD and Assistant Principal with as much notice as possible prior to the relevant yard duty shift.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the HOD and Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should ring the Staffroom and call Assistant Principal, and not leave the designated area until a replacement staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

Classroom

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

No class is to be left unattended at any time during a lesson. If a teacher needs to leave the classroom they should ensure that appropriate supervision is in place. This should be either a class therapist or educational support staff familiar with the students.

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.

Digital devices and virtual classroom

Glenallen School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

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While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored daily.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

Other areas requiring supervision

A teacher and/or ES staff is responsible for the supervision of students when students are moving from classrooms to different areas of the school.

Students will be supervised to and from the bathroom by a Personal Care Attendant.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes.
- Made available in hard copy from school administration upon request.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Cybersafety and Responsible Use of Technologies](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	10/08/2022
Approved by	Principal- Michael Cole
Next scheduled review date	August 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Glenallen School's yard duty and supervision arrangements.