



Help for non-English speakers

If you need help to understand the information in this policy please contact the school Administration on 59962878

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 and yard duty in place during school hours, before and after school, and on school excursions and camps and other school activities.

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 discharge their duty of care to students.

This policy applies to all teaching and classroom based education support staff at Cranbourne West 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

IMPLEMENTATION

Before and after school

Cranbourne West Primary School's grounds are supervised by school staff from 8:45 am until 3:30 pm. Outside of these hours, school staff will not be available to supervise students.

School grounds are supervised by area teachers on specific days, eg: Area 1 – Monday before and after school duty, between 8.45 and 9am and 3.15 and 3.30pm.. Students are required to enter their classrooms at 8:50 to prepare for the day.

Parents and carers should not allow their children to attend Cranbourne West Primary School outside of these hours. Families are encouraged to contact the CWPS Camp Australia site manager on 0452 247 147 or 1300 105 343 or refer to <https://www.campastralia.com.au> for more information about the before and after school care facilities available to our school community.

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 the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

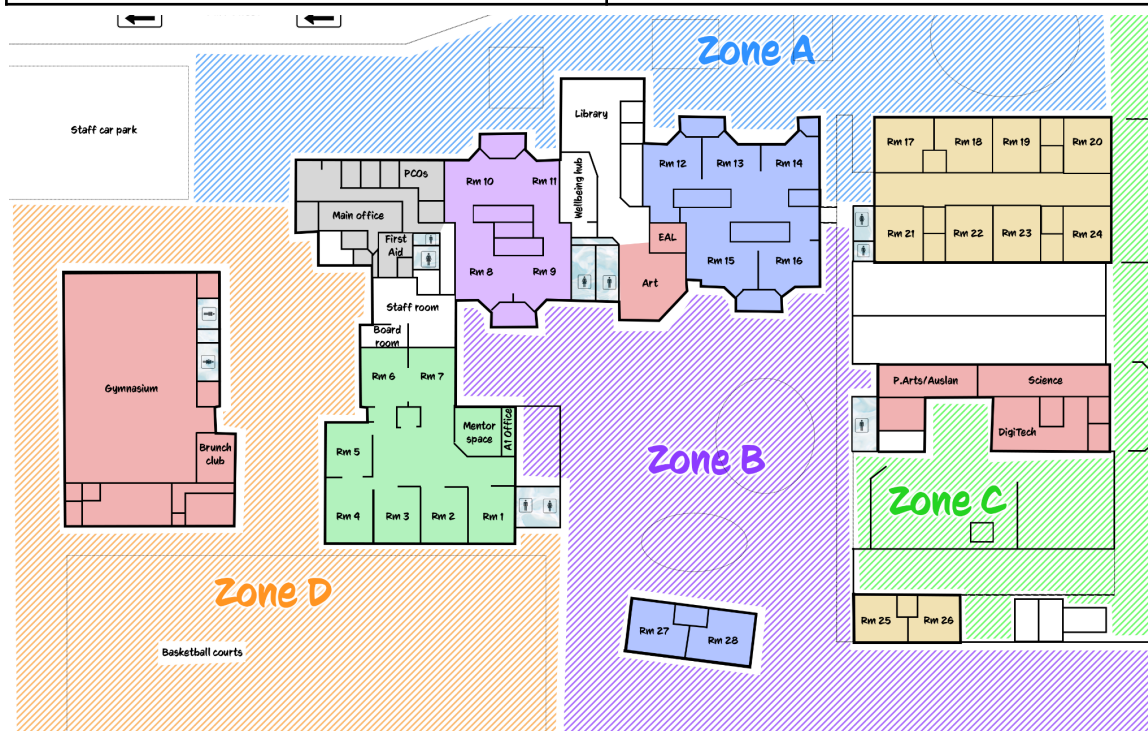
Yard duty

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

The Yard Duty Supervisor is responsible for preparing and communicating the yard duty roster on a regular basis. At Cranbourne West Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are:

AREA	Location
Zone A	Front of school 1/2 and 3/4 playgrounds
Zone B	Courtyard and football oval
Zone C	Garden Area
Zone D	Soccer oval, basketball courts, 5/6 playground and front of gym



School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored with each staff member.
- Spare Safety/hi-vis vests are available for CRT staff.
- Carry the yard duty 'first aid' bag.
- Be aware of relevant student health and safety information and frequent absconders

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 ensuring active supervision of all students. ie all areas are within line of sight to at least one yard duty teacher at a time.
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in at the office [excluding drop off and collection periods]
- 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 Cranbourne West Primary 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 Compass and inform relevant leadership staff member
- 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 contact the Yard Duty Supervisor/Assistant Principal 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 Yard Duty Supervisor/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 send a message to the office and call Assistant Principal and not leave the designated area until a replacement staff member has arrived.

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 the Area Leader for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

If a student needs to leave the classroom, he or she must be accompanied by another student [of the opposite sex if going to the toilet] Both students need to wear an identifying lanyard.

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 activity. 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 and will follow the supervision requirements in the Department of Education and Training Excursions Policy.

Digital devices and virtual classroom

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

Cranbourne West Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in their current Area or in a common area if appropriate.

Remote Learning: 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 nominee will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

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.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Child Safety Standards](#)
 - [Cybersafety and Responsible Use of Technologies](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
- Cranbourne West Primary School policies
 - Volunteers Policy
 - Visitors Policy
 - Duty of Care
 - Child Safety Policies
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in the staff handbook
- A hard copy is available from the school administration on request

Information for parents and students on supervision before and after school is available on our school website and parent reminders are included in our school newsletter on a regular basis.

REVIEW CYCLE

This policy is scheduled for review annually. This policy will also be updated if significant changes are made to school grounds or buildings that require a revision of Cranbourne West Primary School's Yard Duty and Supervision Policy.

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Approved by	Principal
Next scheduled review date	August 2026