

ON-SITE 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 Goornong 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, 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 & AFTER SCHOOL

The hours of supervision at Goornong Primary School are 8.30am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

During the period 8.30am–9.00am school staff provide supervision in their classrooms. As such, students are asked to go straight to their classroom on arrival at school. School staff do not supervise the school grounds before school.

After school, school staff provide the following supervision:

- One staff member supervises the main entrance on Grant Street until such time as all students have been collected.
- One staff member supervises the bus travelling students to the bus gate on Langdon Street.
- One staff member supervises the bike riders who are asked to meet in front of the shelter shed. The staff member will then walk these students to the exit near the green tank on Grant Street.

Please note that Goornong Primary School offers an after school care service which runs from 3.15pm – 6.00pm for parents who require care for their students after school.

If a student arrives at school before supervision commences at the beginning of the day, the principal or the principal's nominee 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 in future.

If a student is not collected before supervision finishes at the end of the day, the principal or the principal's nominee 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 Goornong Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. The yard duty roster is allocated according to 15 minute intervals. The Principal is responsible for preparing and communicating the yard duty roster.

Recess		Lunch		
11.00am-11.15am	11.15am-11.30am	1.30pm-1.45pm	1.45pm-2.00pm	2.00pm-2.15pm

Yard duty zones

At Goornong Primary School, students are asked to play within the yellow section as outlined on the map below to ensure that the yard duty teacher is able to provide adequate supervision.



Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- Methodically move around the designated zone ensuring active supervision of all students.
- 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 (excluding drop off and collection periods).
- Ensure students remain within the designated play area.
- 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 the school's policies.
- Ensure that students who require first aid assistance receive it as soon as practicable.
- Report any incidents or near misses as appropriate to the Business Manager so it can be logged.
- If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving 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 endeavour to arrange a swap with another teacher, or contact the 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 endeavour to arrange a swap with another teacher, or contact the principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should notify the principal but not leave the designated area until a relieving 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 SUPERVISION

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 another teacher (such as the teacher in the adjoining classroom) for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Digital devices and virtual classroom

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

Goornong 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 the project space.

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.

Supervision of student in emergency operating environments

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

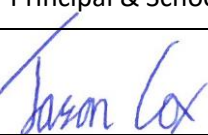
In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

FURTHER INFORMATION AND RESOURCES

Further information is available via the Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

Date Reviewed:	21.11.2022	
Approved By:	Principal & School Council	
Approval Authority:		
Communication Procedures:	School Community <ul style="list-style-type: none">▪ Via school newsletter.▪ Available on school website.	Staff / Volunteers <ul style="list-style-type: none">▪ Via induction pack.
Next Review Date:	August 2024	