



YARD AND SUPERVISION POLICY

PURPOSE

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

SCOPE

Management 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 grounds and immediate premises during recess and lunch. This policy applies to all teaching and nonteaching staff at Al-Ameen College, 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

Supervision before and after school:

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

- The school will provide staff supervision for students arriving before school between 8.00am and 8.30am.
- The school will provide staff supervision for students after school between 3.30pm to 3.50pm, except for the students who are travelling by bus. These students will be supervised by the allocated bus duty teacher until each student has boarded their respective bus.
- Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.
- Sufficient teachers will be allocated by the school management or their nominee to supervise students during these periods.

- Should a teacher be called away to other duties, alternate supervision arrangements will be put in place in consultation with the principal or their nominee.
- Parents and carers should not allow their children to attend Al-Ameen College 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
 - 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
- Parents are required to make sure that their children have been collected or have left the school grounds by 3.50pm each day.
- Students still in or about the school yard after that time will be brought to the school office by the supervising teacher and parents contacted.

Supervision at recess and lunchtime:

- Supervision of students is the responsibility of all staff.
- Students are required to be adequately supervised during recesses and lunch times.
- To ensure that students are adequately supervised, a Duty Roster is created each term allocating teachers to supervise students in defined areas of the school grounds during these times.
- Details of the roster are communicated to teachers at staff meetings and via the staff emails.
- The yard supervision roster will require staff members to undertake yard duty before school, recess, lunch time, or after school on specific days.
- The High School and Primary School Coordinator will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- The roster will require staff members on duty at all areas of the school at any one time, when all students are onsite.

- Each teacher on duty is responsible for supervising a designated area of the school.
- Yard duty staff members will be provided with a hip bag containing basic first aid supplies, folder and pencil.
- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- Yard duty staff members will monitor and respond appropriately to student behaviour in accordance with school policies.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or as directed by the Principal or officer in charge.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc. are required to either make a swap with another staff member or discuss the matter with the coordinating teacher.
- In accordance with the school's SunSmart Policy all staff must wear broad brimmed hats during the months of September to March and are encouraged to wear hats during duties.
- School staff must wear a provided safety/hi-vis vest or jacket whilst on yard duty.
- Safety/hi-vis vests/jackets will be given to each staff member and additional ones will be stored in the admin office.
- Staff on duty must collect from the office a hipbag containing basic first aid supplies and yard duty clipboard containing information about students with severe health issues and an incident log.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively seek assistance.
- 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 vigilant, watchful, and actively monitor all playgrounds, sandpits, sitting areas, bike area, pathways, drink taps and grassed areas, including behind the hall, around the primary block, and behind J Block, the basketball courts, senior toilets, eating areas, behind the eating area building, and all other all concreted areas, around the front of the school and garden areas.

- be alert and vigilant and **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 Al-Ameen College'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 in the yard duty book 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 High School or Primary School Coordinator and 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 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 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.

FURTHER INFORMATION AND RESOURCES

School Policy and Advisory Guide:

○ Supervision ○ Duty

of Care ○ Child Safe

Standards ○ Visitors in

Schools **REVIEW**

YEAR OF REVIEW	REVIEWED BY	AMENDMENTS/RERVIEW
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2021	MJ	Originally Released
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