

YARD DUTY AND SUPERVISION

If you need help to understand this policy, please contact the office at Richmond Primary; 94281909

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

This policy applies to all teaching and non-

Families are to vacate the senior playground and court areas from 3.45 to 5.30 due them being used by CommunityOsh.

Parents and carers should not allow their children to attend Richmond Primary school outside of these hours, unless they have parental supervision. If a student arrives at school before school 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 make alternate arrangements in the future and provide information about the before and after school care facilities available to our school community.

If a student is not collected by 3.45pm 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.

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

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At RPS school staff will be designated a specific yard duty area to supervise.

Two teachers are allocated on yard duty at recess and three at lunchtime. Recess duty is for 15 minutes and lunch duty is for 25 minutes. The designated yard duty areas for our

School staff must wear a provided safety/hi-vis vest and carry a bumbag (containing simple first aid supplies) whilst on yard duty. Safety/hi-vis vests will be distributed to all staff members at the start of the school year.

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:

- wear a provided safety/hi-vis vest whilst on yard duty
- carry the yard duty first aid bag at all times during supervision
- 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 the school's [Student Engagement and Well Being Policy](#).
- 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 that students who require first aid assistance receive it as soon as practicable
- log any negative behavioural incidents, on Compass

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 Principal or Assistant Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

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| Policy last reviewed | September 2022 |
| Consultation | School Council and eSmart committee |
| Approved by | Principal and School Council |
| Next scheduled review date | September 2024 |