

YARD DUTY AND SUPERVISION POLICY

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 in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Jackson 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.

POLICY

Before and after school

Jackson School's grounds are supervised by school staff from 8:45am until 3:00pm]. Outside of these hours, school staff will not be available to supervise students.

Reception area is staffed from 8:30am for early arrivals, students taken/supervised in staff courtyard from 8:30am to 8:45am. From 8:45am all external locations are then supervised following the current Yard Duty Timetable.

From 3:00pm late parent pick-up students will be supervised from the Parent Consult Room until parents arrive at school.

Parents and carers should not allow their children to attend Jackson School outside of these hours. Families are encouraged to contact "Their Care" (after school care provider) on 03 93664322 and/or request additional information from the school office.

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
- 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.

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

Yard duty

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

The principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Jackson School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school

2020 Yard Duty Timetable							Jackson School
Area	Monday	Tuesday	Wednesday	Thursday	Friday	Adverse Weather	
8:45 – 9:00	Traffic	Azmi	Azmi	Azmi	Azmi	Azmi	Azmi
	Buses	Allied Health (7)	Allied Health (5)	Allied Health (4)	Allied Health (3)	Allied Health (5)	Allied Health & Matt
	Back Gate	Phil C.	Phil C.	Phil C.	Phil C.	Phil C.	Phil C.
	Before School (8:30 – 8:45)	Alex	Alex	Alex	Alex	Alex	Alex
	Breakfast Club	Helen, Janine	Helen, Janine	Helen, Janine	Helen, Janine	Helen, Janine	Helen, Janine
	Prep - 2 Playground	Cameron, Julie	Cameron, Julie	Cameron, Julie	Cameron, Julie	Cameron, Julie	Cameron, Julie
	Imaginative Playground/Swing/Toilets	Lynsey	Lynsey	Lynsey	Lynsey	Lynsey	Lynsey
	3-6 Playground	Rebecca B.	Rebecca B.	Rebecca B.	Rebecca B.	Rebecca B.	Rebecca B.
	Shaded Area/Oval Toilets	Joan	Joan	Joan	Joan	Joan	Joan
	Oval & Exercise Equipment	Kris & Phil H.	Kris & Phil H.	Kris & Phil H.	Kris & Phil H.	Kris & Phil H.	Kris & Phil H.
Front Office / First Aid	Anna, Halina, Kristina	Anna, Halina, Kristina	Anna, Halina, Kristina	Anna, Halina, Kristina	Anna, Halina, Kristina	Anna, Halina, Kristina	
Courtyard	Bernadette	Bernadette	Bernadette	Bernadette	Bernadette	Bernadette	
Daily Organisation / Bus Support	Anthony, Matt	Anthony, Matt	Anthony, Matt	Anthony, Matt	Anthony, Matt	Anthony, Matt	
11:00 – 11:30	Prep - 2 Playground	Chloe, Faith, Nidarshie	Faith, Nadya, Sarah P.	Chloe, Laura, Sarah W.	Bronagh, Nidarshie, Tamara	Bronagh, Kelly, Nadya	Prep Classrooms
	Primary Decking	Jasna	Jaclyn	Sabiha	Sarah P.	Ivanna	Primary Decking
	Imaginative Playground/Swing	Justin, Rebecca M.	Gabrielle R-M, Liz	Jasna, Tamara	Jaclyn, Lauren D.	Justin, Lauren L.	1/2C & 1/2D Classrooms
	3-6 Playground/Toilets 2014	Jessica, Sandra	Ashley, Tamara	Ingrid, Renee	Ashley, Saranpal	Ingrid, Jessica	Year 9/10 Corridor
	Shaded Area/Oval Toilets	David	Kerrie	Rachel	Bess	Sandra	3/4A 3/4B Classrooms
	Oval (Years 5-12) 2015	Courtney R.	Gordana	Ethel	Ethel	Liz	1/2A & 1/2B Classrooms
	Exercise Equipment (No Primary)	Sue R.	Jo S.	Lorenda	Gabrielle R-M.	Gordana	Year 5-8 Building
	Courtyard (Years 5-8) 2012	Gabrielle R-M.	Dimity	Jo P.	Manisha	Kal	Year 5-8 Building
	Library (Lego & Tech) - Primary	Uzer	Jan	Jan	Uzer	Uzer	Library
	Senior Secondary Common Room	Kathy	Sue F.	Simon	Lee	CLOSED	SSA & SSB (Mon – Tue) 3/4A & 3/4B (Wed – Fri)
Game – Oval/Hall	Eva	Vu	Ian	Courtney R.	Ian	SSC & SSD (Mon – Tue) Year 5-8 Building (Wed – Fri)	
1:30 – 2:00	Sensory Garden/Bike Track	Seemab	Tanya	Katherine	Seemab	Katherine	SSE & SSF (Wed - Thu) Year 5-8 Building (Mon, Tue – Fri)
	Wellbeing Room	Louise	Louise	Helena	Helena	Josie	Wellbeing Room / SSG
	Clubs	Craig (Choir)	Paul (STEAM)	Paul (STEAM)	Craig (Dancing)	Louise (JSLT)	In Rooms
	Prep - 2 Playground	Fernanda, Laura, Nadya	Jacqui, Kelly, Sarah W.	Bronagh, Fernanda, Lauren L.	Laura, Sarah W., Rebecca M.	Fernanda, Chloe, Nidarshie	Prep Classrooms
	Primary Decking	Ivanna, Liz	Lauren L.	Ivanna	Rachel	Sabiha	Primary Decking
	Imaginative Playground/Swing	Lauren D., Renee	Justin, Rebecca M.	Justin, Rebecca M.	Louise, Renee	Lauren D., Sarah P.	1/2C & 1/2D Classrooms
	3-6 Playground/Toilets 2014	Ashley, Saranpal	Gabrielle M., Sandra	Bess, Jessica	Gabrielle M., Ingrid	Gabrielle M., Saranpal	Year 9/10 Corridor
	Shaded Area/Oval Toilets	Christine	Rachel	Christine	Shirley	Christine	3/4A 3/4B Classrooms
	Oval (Years 5-12) 2015	Jo P.	Thana	Gordana	Jo P.	Jaclyn	1/2A & 1/2B Classrooms
	Exercise Equipment (No Primary)	Karen	Sue R.	Craig	Mark	Courtney R.	Year 5-8 Building
Courtyard (Years 5-8) 2012	Manisha	Kal	Kal	Dimity	Manisha	Year 5-8 Building	
Library (Lego & Tech) - Secondary	Sean	Sean	Sean	Jacqui	Jacqui	Library	
Senior Secondary Common Room	Sue F.	Kathy	Lee	Simon	CLOSED	SSA & SSB (Mon – Tue) 3/4A & 3/4B (Wed – Fri)	
Game – Oval/Hall	Vu	Ian	Mark	Eva	Eva	SSC & SSD (Mon – Tue) Year 5-8 Building (Wed – Fri)	
Sensory Garden/Bike Track	Bess	Katherine	Seemab	Tanya	Tanya	SSE & SSF (Wed - Thu) Year 5-8 Building (Mon, Tue – Fri)	
Wellbeing Room	Sam	Katherine	Seemab	Sam	Sam	Wellbeing Room / SSG	
Roaming	Courtney J.	Courtney J.	Courtney J.	Courtney J.	Courtney J.	Roaming / Cover	

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Bus Pick Up Yard Duty Timetable

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	Caroline Springs (RM 5 – 5/6C)	Deer Park (RM3 – 7/B/C)	Derimut (RM2 – 7/8A)	Hillside (Library)	Keilor (Performing Arts)	St. Albans (RM4 – 5/6A)	Sunshine (RM1 – 5/6B)	Taylor's Hill (Food Tech)	Parent Pickup (RM7&6 – 7/8D)	Independent Travellers	Bus Organisation	OSHC (Hail Foyer)
PM	Jessica Uzer Ethel	Sean Kal Sabiha	Eva Gordana Jacqui	Jo P. Justin Laura	Craig Sue F. / Faith Renee	Ashley Paul Jaclyn	Gabrielle M Bronagh Sue R.	Dimity Simon Gabrielle R-M.	Courtney R. Manisha Ian (Car Park) Lynsey (Gate) Azmi (Car Park)	Vu Kathy (Courtyard)	Lee (Buses)	Rebecca B.

2020 Jackson School Map



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored by each staff member in their work location.

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. Staff are made aware of particular student individual behaviours and follow a corresponding Student Behaviour Plan.
- 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 your school's *Student Engagement and Wellbeing* policy
- Ensure School Wide PBIS processes are followed and report any minor/major incidents on Xuno as soon as practically possible.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Work Safe as soon as practically possible.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Business Manager for daily organisation changes, 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 Business Manager for daily organisation changes 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 alert Business Manager and announcement will be made 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 line manager for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving. Grades can also be split or team taught to provide supervision in these circumstances.

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 activities. 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.

VET and VCAL students follow the same guidelines of staff supervision unless, students with parental documented permission may travel independently to and from organised work/training venues. Students attending offsite work experience/Volunteering and or vocational training, additionally follow the following DET policy guidelines:

- [Structured Workplace Learning Policy](#)
- [Work Experience Policy](#)
- [Volunteering and Community Work Policy](#)
- [Vocational Education and Training Policy](#)

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy was last updated on 6th October 2020 and is scheduled for review on March 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Jackson School's Yard Duty and Supervision Policy.