



Yard Duty and Supervision

Rationale:

To explain the nature of the legal duties owed by teachers and school staff towards students. In addition to their professional obligations, Principals and teachers have a legal duty to take reasonable steps to protect students in their charge from risks of injury that are reasonably foreseeable. This policy should be read in conjunction with the *Duty of Care Policy and Camps and Excursions Policy*.

Aim:

To ensure that staff have an awareness and understanding of their duty of care obligations and responsibilities in order to provide adequate supervision at all times.

To ensure that staff consistently conduct themselves, at all times, with these legal obligations and responsibilities.

Implementation of supervision requirements:

- Supervision of students always involves duty of care. The Principal is responsible for ensuring that there is an adequate system of supervision in place during school hours, before and after school, and on school excursions and camps.
- Principals will ensure school supervision is provided for a minimum of 10 minutes before and after school. Teachers supervising departures are not called away for other duties without alternate supervision being arranged.
- Teachers and other 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.
- Duty of Care requirements include providing adequate supervision in the school or on school activities; being aware that greater measures may need to be taken for younger students or students with disabilities. The teacher is legally obliged to protect a student from reasonably foreseeable harm or to assist an injured student.

Classroom Supervision

- It is **not** appropriate for a teacher to leave students in the sole care of an Educational Support (ES) member or an external education provider (e.g. presenter) when not in the line of site of a teacher. At law, duty of care cannot be delegated.
- Teachers are not to leave their class unsupervised. In an emergency, teachers should phone the Principal or Assistant Principal or contact the teacher in the next room. If appropriate, send another student for assistance.
- No student should be left unsupervised *outside the classroom beyond the parameters of the Behaviour Management Plan (3-5 minutes within site of the teacher)* as a withdrawal consequence for misbehaviour. Longer withdrawal is to be conducted by sending a student to a colleague's classroom, or to the Assistant Principal or Principal. This should be accompanied by documentation and appropriate follow up. The teacher, Principal or Assistant Principal is to be contacted first to alert them that the student is on their way.

Yard supervision

- Yard supervision is an essential element in teachers' duty of care. It is clearly established that in supervising pupils, teacher's duty of care is one of positive action.
- Teacher's need to be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.

- Yard duty supervision within the school requires the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines.
- Teachers timetabled for yard-duty must attend their designated area at the time indicated on the timetable. Teachers on duty must remain in the designated area until the end of the break period or until replaced by the relieving teacher, whichever is applicable.
- The handing over of duty from one teacher to another must be quite definite and **must occur in the area of designated duty**. Where a relieving teacher does not arrive for duty, the teacher currently on duty should send a message to the office, **but not leave the area until replaced**.
- Teachers must be alert and vigilant whilst undertaking yard-duty supervision and intervene **immediately** if potentially dangerous behaviour is observed. Seek support as necessary. Teachers should always be on the move, focused on the students at play and be wearing the high visibility vest.
- No changes to the yard duty timetable are to be made without the approval of the Daily organiser or Principal Class Officer. Communication on yard-duty supervision will be as follows:
 - The yard duty roster is displayed in the staffroom
 - Teachers are informed of their timetabled yard duty obligations via COMPASS.
- In addition to regular timetabled yard duties, teachers may be eligible to receive yard duty extras or in-lieu's. Teachers are informed of such yard duties via the Daily Organisation Schedule displayed in the staffroom, as well as via COMPASS.
- It is the teacher's responsibility to check the Daily Organisation Schedule each morning to ensure that they are aware of any extra or an in-lieu yard duty.
- Where possible lunch time yard duties will be allocated as doubles to minimise potential handover issues.

Before and After School Supervision

- If a parent, guardian and carer (or other authorised person) drops off or otherwise arranges for a student to be on the school premises **before** supervision commences at the beginning of the day, the Principal (or delegate) will, as soon as practicable, follow up with the parent, guardian and carer to:
 - Advise of the supervision arrangements before school, and
 - Request that the parent, guardian or carer make alternate arrangements.
- If a parent, guardian or carer (or other authorised person) has **failed to collect the student after school**, the next steps may include some or all of the following:
 - Attempting to contact the parents, guardians or carers.
 - Attempting to contact the emergency contacts.
 - Placing the student in the out of school hours care program (if appropriate).
 - Contacting the Victoria Police and/or the Department of Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

Supervision and duty-of-care for late arrival or early departures

The Principal will ensure that the school has a procedure in place for the safe collection and drop off of students at school during school hours (e.g. late arrival or an early departure). This will include a record of the date and time, the reason for the late arrival or early departure, and the person who has authorised the late arrival or early departure.

In relation to early departure from school, the procedure will also include:

- Students will be only permitted to leave the school premises under the supervision of a parent or another person authorised by parents to collect the student.
- If the person collecting the student is unknown to school staff, school staff will request photo identification to verify the person's identity.

Excursions, Incursions and Camps

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Be aware that camps and excursions outside the school require the teacher to fully comply with DET guidelines and bring with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Be aware that excursion and camp activities require the teacher to ensure that the venue and transport adhere
- Arrangements will be made for students not attending to continue their normal program at school under supervision of another classroom teacher.
- The teacher in charge or designated teacher of an excursion or camp will carry a mobile phone and a first aid kit.
- If the return time from an excursion or camp is delayed, the teacher in charge will contact the school to inform the Principal of the new arrival time so that parents can be contacted, and a senior staff member will remain at school until they arrive.
- If crossing roads students are to use designated crossing points. Staff are to walk to the middle of the crossing to ensure visibility and orderly crossing. Other staff control the flow of students across the road.
- Supervision can be provided by others including volunteer parents, campsite staff, specialist instructors and pre-service teachers under the following provisions:
 - Be under the direct control of a teacher with at least one other excursion staff member present.
 - Have enough teachers to maintain appropriate control of the excursion and each activity.
 - Have teachers comprising at least half of the excursion staff.
 - Any person (other than a teacher) who supervises students on an excursion or camp must have a current Working with Children check.
- Prior to the commencement of the excursion or camp, the Principal must ensure that the specific roles and responsibilities of each supervisor are clarified and understood by all supervisors and students.

Supervision: Roles and Responsibilities

- Regularly communicate the duty of care and supervision obligations and responsibilities to all staff.
- Regularly communicate the supervision arrangements to parents.
- Determine the level of student supervision to be provided to students in all of the circumstances.
- Allocate specific responsibilities to staff members to provide the supervision that is required.
- Communicate the specific supervision responsibilities allocated to staff members.
- Regularly review the level of student supervision provided to students and adjust as and when deemed appropriate.
- Regularly review the *Duty of Care Policy* and *Yard Duty and Supervision Policy* to ensure that it continues to meet the duty of care obligations and responsibilities for all students.

Informing Staff of their legislative liability – Supervision and Duty of Care

All staff at Kambrya College will be informed of their legal requirement via:

- A copy of this document will be placed on the School website and communicated to staff regularly.
- New staff will be informed of their Duty of Care and Supervision requirements as part of the College's Induction Program.

In meeting their Supervision / Duty-of-Care requirements, teachers will:

- Comply with the lawful and reasonable directions of the Principal.
- Comply with all Department and school policies.
- Perform supervisory duties as required.

Parents, guardians and carers will:

- Make appropriate arrangements for the transport, care and supervision of students travelling to and from school.
- Make appropriate arrangements for the care and supervision of students outside the times of supervision before and after school

This policy applies to all school staff, parents, student, volunteers, contractors or visitors to school.

References

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx>

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

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Approved by Kambrya College School Council	May 2018
Responsible for Review	Paul Looker- Assistant Principal
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