



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 Westgrove Primary 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

Westgrove Primary School's grounds are supervised by school staff from 8.45am until 3.30pm. Outside of these hours, school staff will not be available to supervise students. The school will regularly inform parents/carers of the precise times during which the school's grounds will be monitored in the school newsfeed.

Yard supervision at Westgrove Primary School is organised as follows:

Before school	8.45am-9.00am	Two teachers on duty: zones 1,2 & 4 zones 3,4 & 5
Recess & Lunch 5 zones	2 x 30minutes	Each zone has a teacher on duty at all times with two teachers covering each zone at each break.
After school	3.15pm-3.30pm	One teacher on duty

Parents and carers should not allow their children to attend Westgrove Primary School outside of these hours. Families are encouraged to contact Quantin Binnah Community Centre on 9742 5040 or refer to

<http://qbcc.org.au/> for more information about the before and after school care facilities available to our school community.

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:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts

Consider whether it is appropriate to:

- 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 Westgrove Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

The designated yard duty areas for our school as at 12 June, 2018 are described as follows:

Zone	Area
Zone 1	Oval
Zone 2	Basketball court and year 4-6 play equipment area
Zone 3	Courtyard / Brian Reynold's Square
Zone 4	Year 2/3 play equipment area and between rooms 24-27 and back of library and rooms 20-23
Zone 5	Prep/1 playground at the north west of the school

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 using the emergency card in the yard duty bag and not leave the designated area until a replacement staff member has arrived.

Students requiring assistance during recess or lunchtime, 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 Instructional Leader or Assistant Principal for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

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. 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 and are approved by School Council.

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 12th June 2018 and is scheduled for review on June 2021. This policy will also be updated if significant changes are made to school grounds that require a revision of Westgrove Primary School's Yard Duty and Supervision Policy.