



SORRENTO PRIMARY SCHOOL YARD CARE AND SUPERVISION POLICY

Tabled: October 2020

Next Review Date: October 2021

PURPOSE

To ensure school staff understand their supervision and yard duty (care) 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 Sorrento 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, times and places.

BROAD GUIDELINES

1. As part of its duty of care the school is required to adequately supervise students for a defined period before school, at recess, at lunchtime and after school. This on-site supervision requires, not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventative measures could be taken.
2. It is essential parents/carers are kept informed as to when supervision of students is available before and after school and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information should be clearly provided to parents/carers on a regular basis.

IMPLEMENTATION

Before and After School

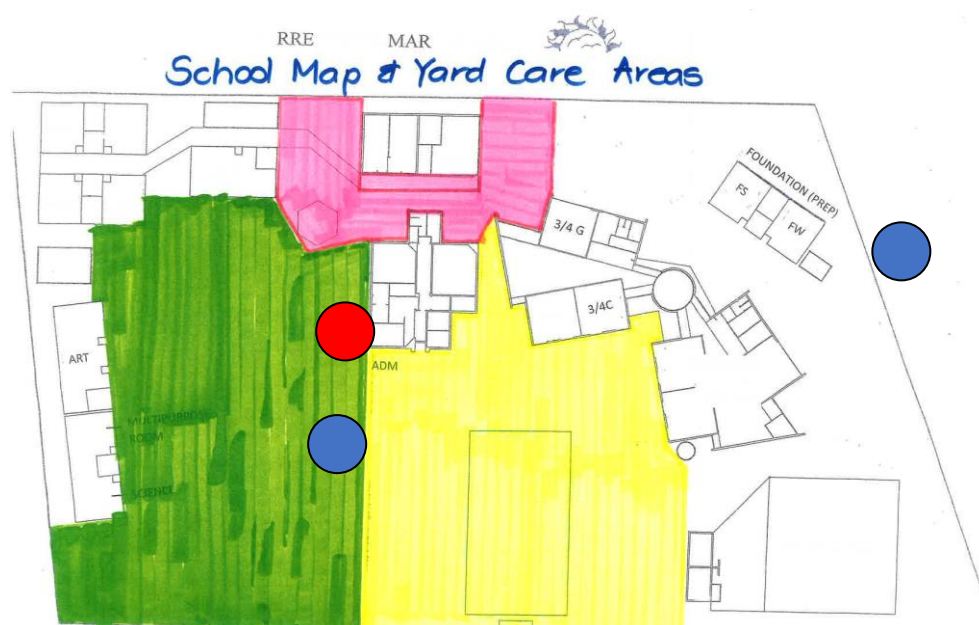
- Sorrento Primary School's grounds are supervised by school staff from 8.45am until the school bus departs at approximately 4pm. In the event of an early dismissal supervision will be provided for fifteen minutes after dismissal. Outside of these hours, school staff will not be available to supervise students.
- Before school staff will supervise the oval, basketball court and both play equipment areas. After school staff will supervise the oval, basketball court, both play equipment areas and the pickup area at Coppin Road (back track).
- Children should not be at Sorrento Primary School outside of these hours without parental supervision.

- Students remaining in the school yard awaiting collection after the school bus has left, at approximately 4pm, will be directed to the office waiting area.
- If a student is not collected by 4pm or after the school bus has left (whichever is later), attempts will be made to contact the parent/carer or emergency contact person identified by the parent/carer in the school records.
- Where all reasonable attempts have been made to locate the parent/carer and the emergency contact person and the time is well beyond a reasonable time for collection, consideration will be given to contacting Victoria Police or the Department of Human Services and for them to arrange for the care and protection of the student.
- Information about the whereabouts of the student will be left with the appropriate friends of the student and at the school.

Yard Care

- All staff at Sorrento Primary School are expected to assist with yard care supervision and will be included in the weekly roster.
- The Principal [or alternative nominee] is responsible for preparing and communicating the yard care roster on a regular basis. At Sorrento Primary School, three school staff will be designated one specific area each to supervise, at recess and lunch.
- The designated yard care areas for our school are outlined below.

Zone	Area
Green	Oval
Yellow	Basketball Court and both playgrounds
Pink	Rotunda and Behind Office Building
Red	Before school supervisor location – covers all three areas.
Blue	After school supervisor location



- School staff must wear a provided safety/hi-vis vest and carry a First Aid bag whilst on yard care. Safety/hi-vis vests and First Aid bags will be stored on the hooks beside the Teacher Resource Room.
- Staff who are rostered for yard care must remain in the designated area until they are replaced by a relieving teacher.

During yard care, supervising staff must:

- 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 measures set out in the school's *Student Inclusion, 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 on Compass;
- if being relieved of their yard care shift by another staff member (for example, where the shift is 'split' into two 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 care at the designated time, they should contact the Principal/Assistant Principal with as much notice as possible prior to the relevant yard care shift to ensure that alternative arrangements are made;
- If the supervising staff member needs to leave yard care during the allocated time, they should contact the Principal/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 care, the staff member currently on duty should send a message to the staff room and not leave the designated area until a replacement staff member has arrived; and
- Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard care staff member.

Bus

- Both the public bus and school bus stop at Sorrento PS at approximately 3.50pm.
- The allocated Bus Duty teacher will commence duty at 3.45pm.
- Students who are catching the bus will sign up at 3.45pm.
- Students who are catching the bus remain on the basketball court or senior play equipment until the bus arrives.
- The bus duty teacher calls students' names and as names are called students board the bus.
- The bus roll is kept in the office.

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 the office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Early Departure

- Students must be signed out of the school, by a nominated parent/carer, if departing prior to dismissal time.
- Early departures will be recorded in Compass.
- No parents/carers are permitted to take students directly from the classroom without first signing them out at reception.
- Students can only be collected by a responsible person 16 years or over.
- No students will be sent home on their own outside of normal dismissal time.

Unauthorised Student Departure from School

- When a student departs from the school (following initial attendance) without authorisation, the parent/carer will be informed immediately.
- Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the Victoria Police and the Department's Emergency Management Branch: 1800 126 126

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.

FURTHER INFORMATION AND RESOURCES

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