

**Help for non-English speakers**

If you need help to understand this policy, please contact the school Social Worker on 9097 2000

**PURPOSE**

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

**SCOPE**

This policy applies to all teaching and non-teaching staff at Western Autistic School, including education support staff, casual relief teachers and visiting teachers.

**POLICY**

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

The Principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions and camps and other school activities.

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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

**Before and After School**

Parents can enter the school from 8.50am to bring their child to the classroom. At least one staff member will be available to supervise the students from this time. If parents arrive prior to 8.50am, they should wait at reception until 8.50am. At the end of the day, a staff member will supervise student's until they are supported onto the bus or parent has collected. The school day ends at 3pm, and parents are expected to collect no later than 3.15pm.

Before and after school, school staff will supervise the Pod gates at the front of the school. School staff will also supervise the bus area and support students to and from the buses and classrooms.

Parents and carers will be advised through a notification on our school website, and regular reminders in our newsletter of pick up and drop off times and expectations.

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 alternative 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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care, and protection of the student.

### **Yard Duty**

All staff at Western Autistic School are expected to assist with yard duty supervision.

The Leading Teacher – Wellbeing is responsible for preparing and communicating the yard duty policy and expectations on a regular basis. Learning Specialists will negotiate arrangements with their Pod for playground rosters and supervision requirements. At Western Autistic School, school staff will generally supervise playground areas aligned with their current classroom.

Staff will supervise all outdoor spaces that are in use in the school, including courtyards.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. At least one teacher should be rostered to supervise shared playground spaces, with additional teachers or ES numbers determined by the support needs of each classroom.

Yard duty staff should take action to ensure they know the names of all staff members on yard duty for each session and which rooms they are supporting.

### **Yard duty responsibilities**

During yard duty, supervising staff must:

- actively supervise all students at all times. It is expected that all staff on duty, actively supervise and support with engagement with suitable activities for all students in the playground. Personal use of mobile phones is not permitted whilst on duty.
- It is expected that at least one familiar staff member is supporting each classroom and can communicate with the yard duty supervision team about specific strategies for individual students.
- methodically move around the designated zone
- be alert and vigilant
- intervene immediately if a potentially dangerous or inappropriate behaviour is observed in the yard- consult a team member from the child's classroom for strategies
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses on the EduSafe reporting portal
- 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.

- 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)

If the supervising staff member is unable to conduct yard duty at the designated time, they confirm a change to the roster with another teacher or consult a learning specialist

If the supervising staff member needs to leave yard duty during the allocated time, they should notify the teacher on duty and wait for a replacement if required. If the teacher on duty needs to leave, they should seek a replacement teacher before leaving the yard.

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/call Leading Teacher, Assistant Principal 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. Alternative and Augmentative Communication (AAC) supports for each student should be available and accessible when students are in the playground.

### **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 call the office for a replacement teacher or advise the teacher in the classroom next door to support with supervision. The teacher should then wait until a replacement staff member has arrived at the classroom before 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, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

### **Buses**

The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the Principal who will consider the following:

- the number of students alighting from and boarding the bus at the school
- the age of students alighting from or boarding the bus
- the times of the arrival and departure of the bus(es)
- the location of the pick-up and drop-off points in relation to the other areas of the school

- whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus

The supervision of the arrival and departure of any students on public transport is a matter for the discretion of the Principal who will consider whether supervision is required to protect students on the bus from unruly student behaviour when boarding or alighting from the bus.

### **Digital devices and virtual classroom**

Western Autistic School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

### **Students requiring additional supervision support**

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

### **Supervision of students in emergency operating environments**

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

### **Other areas requiring supervision**

Students will be supervised by school staff when moving from classrooms to different areas of the school including buses, multipurpose room, library, toilets, and Paul Saddler swim school.

### **Swimming pool supervision**

Students are supervised by a minimum of 4 staff comprising of Western Autistic School and Paul Saddler Swim School staff, during their swimming lessons. Staff provide active supervision both in and out of the swimming pool. Staff also maintain vigilant supervision to students when using the changing facilities. Teaching teams to determine if additional supervision is required for specific groups or students.

### **Other**

Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period.

The school must receive written permission from a parent/carer before the school will authorize a student to be dismissed to:

- go home for lunch
- to attend an appointment during school hours

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early.

Note: when a student departs from the school (following initial attendance) without authorization, the parent/ guardian will be informed immediately.

### **Communication**

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter

### **Further information and resources**

- the Department's Policy and Advisory Library (PAL):
  - [Child Safe Standards](#)
  - [Cybersafety and Responsible Use of Technologies](#)
  - [Duty of Care](#)
  - [Excursions](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

<b>Created date</b>	October 2022
<b>Consultation</b>	Working group of teachers/leaders/learning specialists to draft contextual information in policy, then policy presented to consultative committee for feedback 6/9/22
<b>Endorsed by</b>	Adele Field, Principal
<b>Endorsed on</b>	11 <sup>th</sup> November 2022

**Next review date**

October 2024

### **Policy review and approval**

This policy will also be updated if significant changes are made to school grounds that require a revision of Western Autistic School's yard duty and supervision arrangements.