

Active 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 Newport Gardens 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

Newport Gardens Primary School grounds are supervised by school staff from **8.40am until 3.10pm**. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Newport Gardens Primary School before 8.30am. Families are encouraged to contact OSH Club on 1300 395 735 or refer to <https://www.oshclub.com.au/> for more information about the before and after school care facilities available to our school community.

Any student dropped at school before supervised times will be required to wait at the front office till such time. The principal 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 office 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 at the parent's expense (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.

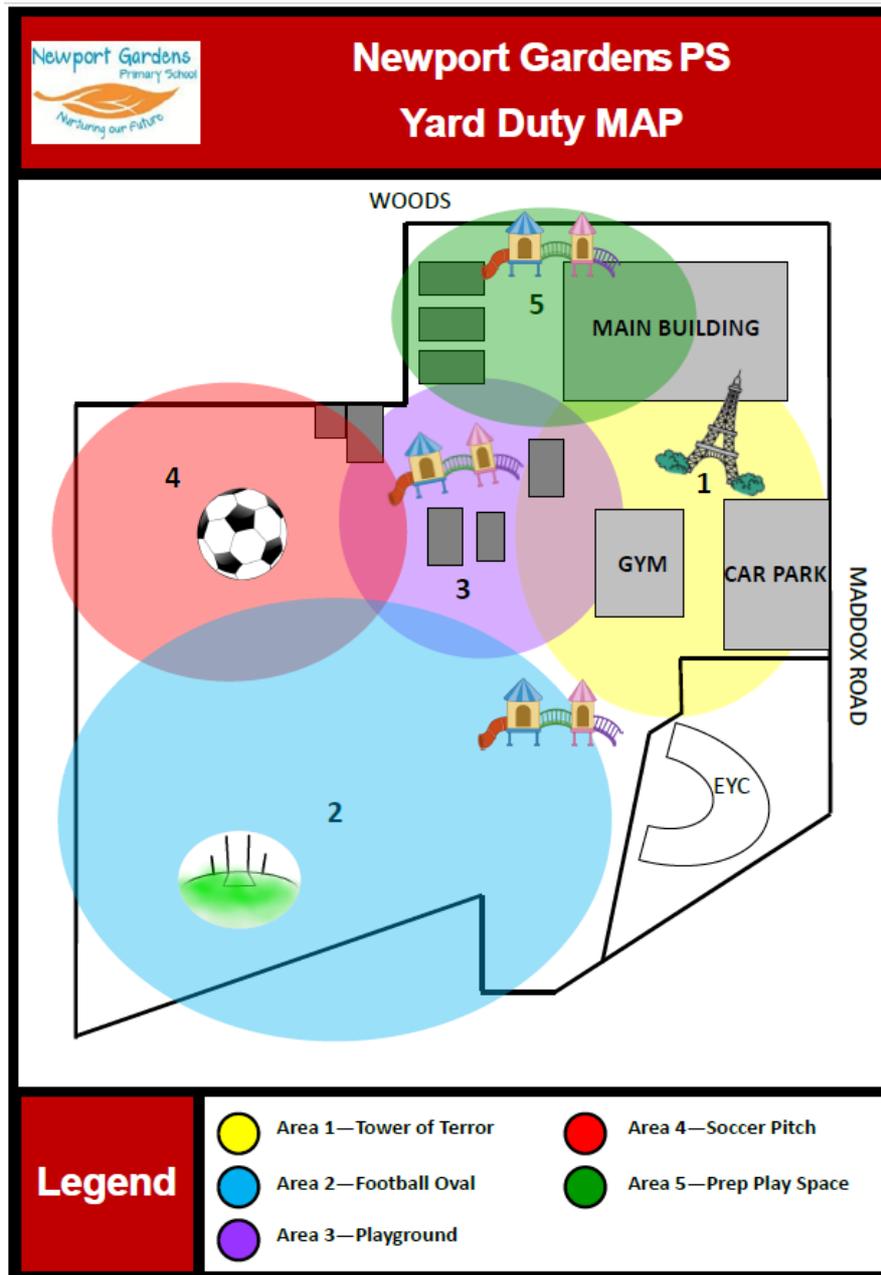
Yard duty

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

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

The designated yard duty areas for our school are as below:

Area	Area
Area 1	'Tower of Terror' (yellow section)
Area 2	Football Oval (blue section)
Area 3	Playground (purple section)
Area 4	Soccer Pitch (red section)
Area 5	Prep Play Space (green section)

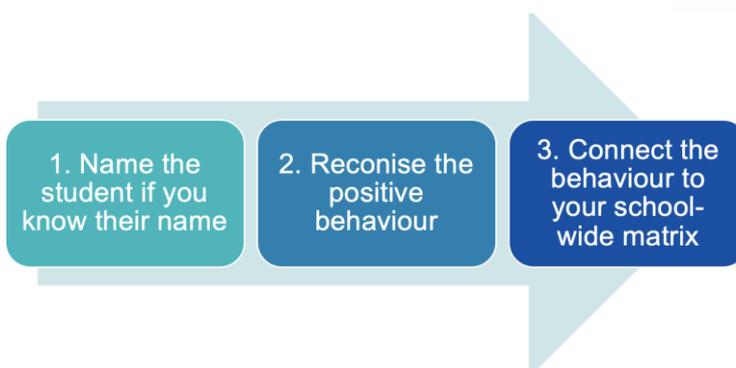


School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry with them a 'bum-bag' with first aid supplies. Staff will also carry a supervision folder with medical information for students. Safety/hi-vis vests will be stored in the staffroom.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. The teacher on duty at the end of each break replace the supervision vest, folder and 'bum-bag' to the staffroom before returning to their learning area.

During yard duty, supervising staff must:

- Be aware the behavioural expectations on our SWPBS Matrix, particularly within the area being supervised.
- Actively engage with students
- Move continuously, purposefully, and unpredictable throughout the environment
- Scan the environment
- Initiate frequent and varied contact with students with more positive interactions rather than corrective, instructional or negative interactions
- Use positive reinforcement to acknowledge behaviour



School Wide Positive Behaviour Support Matrix				
	Inside <small>Inside areas including classrooms, the gym, library, art room, performing arts room and hallway</small>	Outside <small>Outside areas, including oval, soccer field, basketball court, playground, garden, lawn</small>	Digital Technology <small>While using Networks, Print, and mobile/remote device</small>	Always <small>All areas at all times</small>
Be a Learner	<ul style="list-style-type: none"> I display whole body listening I take responsibility for my own learning I display a growth mindset I share my ideas 	<ul style="list-style-type: none"> I demonstrate sportsmanship I play fair, take my turn and follow game rules 	<ul style="list-style-type: none"> I use the Internet as a learning resource I bring my device charged and ready for learning 	<ul style="list-style-type: none"> I INCLUDE others and accept their differences I GROW by being resilient and challenging myself I persistently strive to IMPROVE I collaborate with others
Be Respectful	<ul style="list-style-type: none"> I look after learning spaces, materials and equipment I listen when others are speaking I value opinions of others I let others learn 	<ul style="list-style-type: none"> I put rubbish in the bin I use toilets in the right way and at the right time 	<ul style="list-style-type: none"> I use all devices carefully I value others privacy and work I follow school procedures 	<ul style="list-style-type: none"> I can identify and manage my emotions I can solve problems I am a good friend I keep my hands and feet to myself I am courteous I am on time
Be Safe	<ul style="list-style-type: none"> I walk safely at all times I sit on chairs properly I ask teachers before leaving a learning space 	<ul style="list-style-type: none"> I am sun smart I stay within the designated areas I take others' safety into consideration 	<ul style="list-style-type: none"> I use teacher approved applications and websites I report cyber bullying I follow the Digital Technology Acceptable Use Agreement 	<ul style="list-style-type: none"> I have a positive attitude to my learning I seek help and help others I think critically and creatively I keep my environment clean and organised I use all school equipment and spaces correctly

- Handle minor behaviours quickly and consistently with our SWPBS Behaviour Flowchart
- If appropriate - post a student chronicle on Compass after behavioural intervention is needed notifying appropriate staff members
- Ensure that students who require first aid assistance receive it as soon as practicable - this may include visiting the sickbay
- Engage in a calm, controlled and professional manner
- Understand the procedures for Major Behaviours or crisis situations (medical or severe aggression)

When relieved of a yard duty shift by another staff member, 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 duty at the designated time, they should contact an appropriate leader 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 a leader 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 call or message an appropriate leader 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 a leader 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, 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

REVIEW CYCLE

This policy was last updated in July 2021 and is scheduled for review in July 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Newport Gardens Primary School's Yard Duty and Supervision Policy.