

Eastbourne Primary School Yard Care and Supervision Policy

To supervise students at all times in the playground and to ensure their environment is safe and secure before and after school, during recess, lunchtime, and any time students are given access to the school grounds throughout the normal day's timetabling.

Guidelines:

- All staff will be part of the yard care timetable including Educational Support (ES) staff who will monitor an area and be responsible for a student on the Program for Students with Disabilities (PSD) or similar student(s).
- The yard care timetable for teaching staff will be the responsibility of a person delegated as co-ordinating yard care in consultation with the teaching staff. The Educational Support yard care timetable will be the responsibility of the Wellbeing/Intervention Co-ordinator in consultation with the ES staff.
- The playground will be divided into 4 areas (see attached map) to be supervised by staff, according to the current timetable.
- When staff are absent and have a replacement, the casual relief teacher replacing them will be responsible for their yard care.
- It is the responsibility of the staff member who goes on an excursion, a professional development activity or is unable to perform their yard care due to interviews or other reasons, to make alternative arrangements (eg change their timetabled yard care with another staff member). When staff members are involved in swimming or camping programs, a temporary yard care timetable to cover their normal yard care will be arranged and communicated to all staff members by the yard care co-ordinator.
- Good chance and kindness cards are to be used to encourage students to engage in positive behaviours, display empathy to others and have a respectful attitude in the playground.
- The yard care timetable will be reviewed at the start of each term or when a change of staff occurs.

Implementation:

- Yard care will be divided equitably amongst staff, based on their teaching time fraction.
- Due to the expanse of area to cover for Yard Care staff, Effective Full Time (EFT) Staff may receive up to 4 session a week of either half Recess and or half lunch
- From time to time staff will be expected to take on extra duty care due to camps or other school organised events.
- The yard is supervised according to the following times :

8:50 - 9:00 am	Before school, two VIT staff as per designated areas
10.40 - 10.50 am	Recess, three VIT staff as per designated areas
10:50 - 11:00 am	Recess, three VIT staff as per designated areas
12:40 - 1:10 pm	Lunch, three VIT staff as per designated areas
1:10 - 1.40 pm	Lunch, three VIT staff as per designated areas
3:20 - 3:30pm	After school, two VIT staff as per designated areas

- ☐ At lunchtime, an overlap of 5 minutes is provided for staff to discuss any issues that may have arisen or to be aware of.
- ☐ All staff should wear fluorescent yard care vests, carry a folder with information about children with special needs / medical issues, minor first aid (eg bandaids) and their mobile phone.
- ☐ Yard care incidents are to be reported on Compass. Major incidents are to be recorded on Compass and brought to the attention of the Principal, Assistant Principal and/or Wellbeing Coordinator.
- ☐ Surveillance of the area being monitored should be vigilant at all times.
- ☐ Staff should stay within the designated area throughout the session on duty. Staff are not to leave their area until the next timetabled staff member arrives to take over supervision. Timely changeover should occur as a respect to colleagues. An area should never be left unsupervised. If no one arrives, a phone call should be made to the office to request a replacement staff member.
- ☐ If a serious incident or accident occurs while on yard care assistance should be sent for. The office should be contacted first. A student can be sent to notify the office, Principal, Assistant Principal or another staff member.

Before and After School :

- ☐ Eastbourne Primary School's grounds are supervised by school staff from 8:45am until 3:30pm on school days. Outside of these hours, school staff will not be available to supervise students.
- ☐ Parents and carers will be encouraged to send their children to school from 8:45am.
- ☐ If a student is not collected when supervision finishes at the end of the day, the teacher on yard care will escort the student to the school office. 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.
 - place the student in an out of school hours care program (if available) at parents own cost.
 - contact Victoria Police and/or the Department of Families, Fairness and Housing to arrange for the supervision, care and protection of the student.
- ☐ Regular reminders regarding yard supervision are placed in the school newsletter. Parents who have their child/ren at school unattended prior to 8:45am or after 3:30pm are strongly encouraged to enrol them in the school's Out of Hours School Care (OHSC) program.

Accidents :

- 📄 An Accident Incident Report should be completed by the staff who were eyewitnesses or the yard care teacher for the area when and where the accident occurred.
- 📄 For matters regarding First Aid, please refer to First Aid Policy.

Extreme Weather Days:

- 📄 **Before the morning session**
An announcement will be made at 8.50am when children are to be supervised in classrooms by teachers.
- 📄 **Morning Recess**
An announcement will be made. Children will remain in the classrooms, visiting toilets / canteen only and will be supervised by a classroom teacher (one per year level) by arrangement. If a change in weather occurs an announcement will be made by a member of the leadership team. Children are not to enter their classroom until a classroom teacher arrives to supervise them.
- 📄 **Lunch**
As per morning recess arrangements

A Yard Care Map is to be available to all staff and casual relief teaching staff.

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 at any time during a lesson, they must contact a member of their team to arrange appropriate supervision. The teacher must then wait until the relevant arrangements are in place prior to leaving the class.

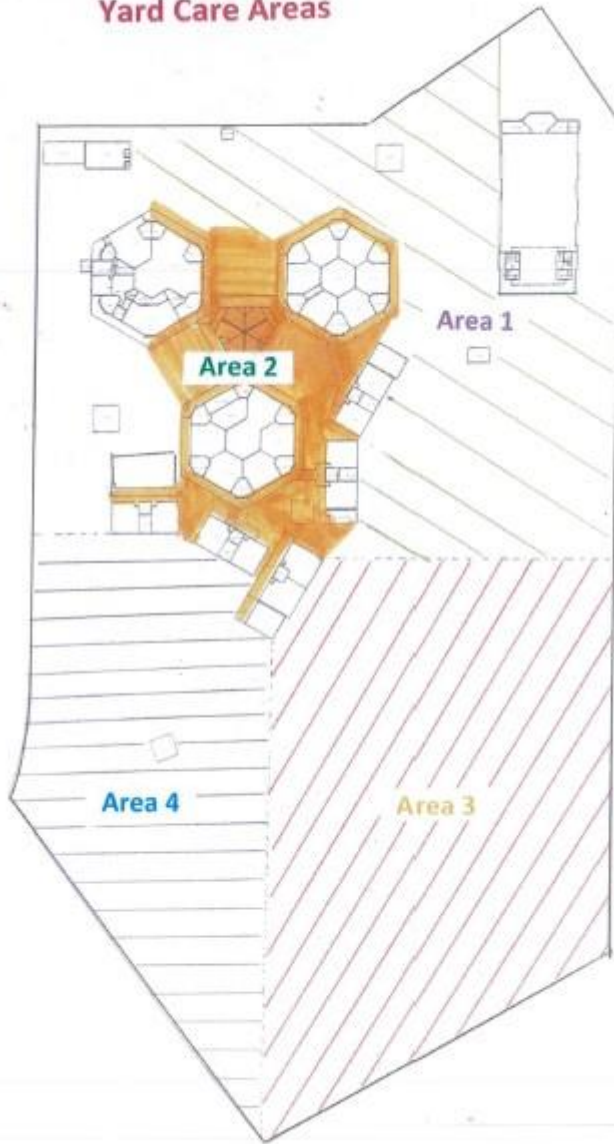
School activities, camps and excursions:

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.

Evaluation:

- 📄 Review through staff meetings
- 📄 Parent Survey
- 📄 Staff satisfaction and analysis of yard care procedures and tone in the yard
- 📄 Reduction of incidents being brought into the classroom by students after time in the yard

Yard Care Areas



REVIEW CYCLE

This policy was last updated December 2023 and is scheduled for review in December 2025