

Help for non-English speakers

If you need help to understand this policy, please contact Point Cook P-9 College via phone: 03 8348 7100 or email: [point.cook.p9.co@education.vic.gov.au](mailto:point.cook.p9.co@education.vic.gov.au).

## Purpose

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

## Scope

This policy applies to all teaching and non-teaching staff at Point Cook P-9 College, 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

Point Cook P-9 College's grounds are supervised by school staff from 8.20am until 3.20pm. Outside of these hours, school staff will not be available to supervise students.

Certain areas supervised before and after school include the Bike Shed, Agora and front of the college.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Point Cook P-9 College outside of these hours. Families will be encouraged to contact YMCA 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 a member of the Leadership Team will, as soon as practicable, follow up with the parent/carer to:

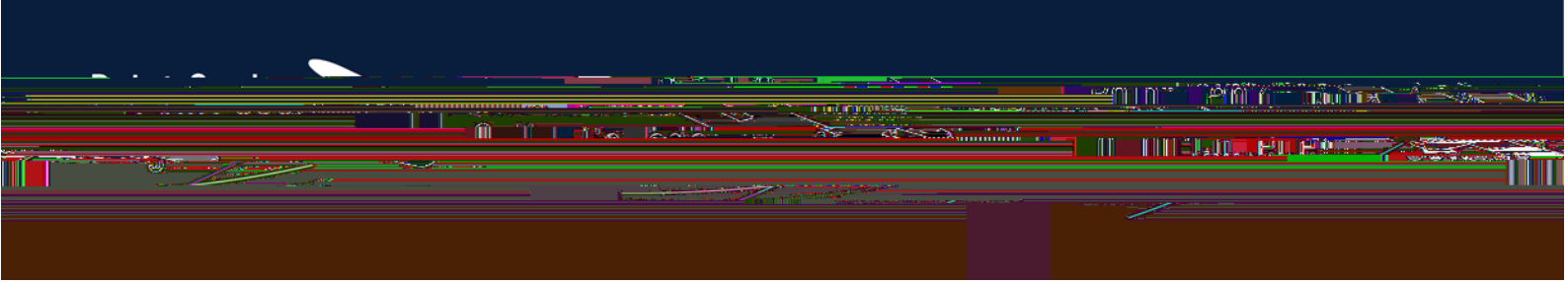
- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

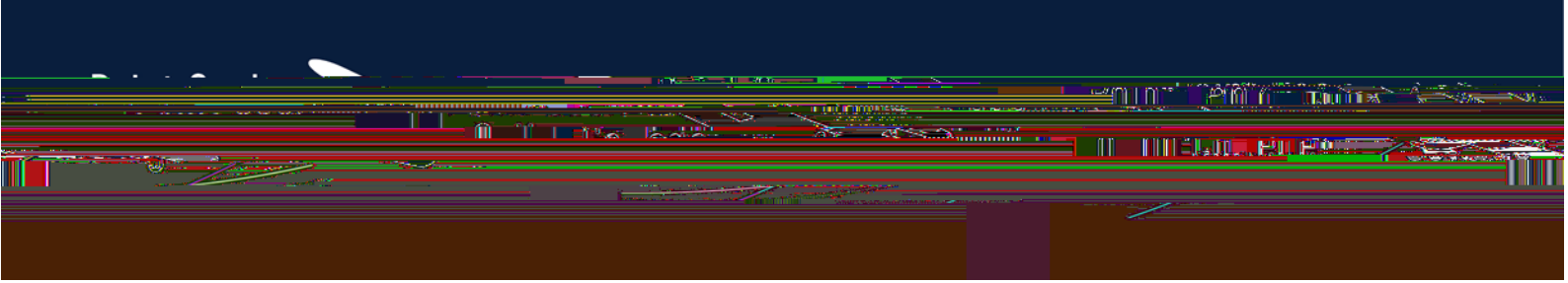
If a student is not collected before supervision finishes at the end of the day, the office staff will consider whether it is appropriate to:

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

### Yard Duty

All staff at Point Cook P-9 College are expected to assist with yard duty supervision and will be included in the semesterly roster.





## Yard Duty Equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.
- carry the yard duty first aid bag at all times during supervision.
- Be familiar with the yard duty information on COMPASS containing student health and safety information stored

## Yard Duty Responsibilities



- [School Community Work](#)

## Supervision of Student 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.

## 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
- Included in our staff handbook
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