Purpose

To ensure school staff understand the actions and responsibilities in the case of a ‘critical incident’.

Scope

The school may become directly or indirectly involved in a tragic or traumatic event. These incidents may involve loss of life, serious injury or emotional disturbance. An incident may occur in the school environment or outside. It may involve staff, students or those close to them. The network of those involved in a traumatic event can be wide, especially if it directly involves the school. Feelings of grief and loss can continue over long periods of time.

Counselling should be provided for all those who need it. This may include many who do not seem to be closely connected to the event or the individuals involved. The school may be in a position to help grieving families at difficult times, e.g. through the school’s participation in the funeral service.

While school should operate as normally as possible, some degree of flexibility should exist. It is essential that people be given clear, accurate information at all times. It is essential that a Critical Incident Recovery Team be formed to manage the short and long term effects.

Policy

Before and after school

Buninyong Primary School’s grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students. As a means of communicating these hours of supervision, a piece will be displayed in the school’s newsletter each term.

Before and after school, school staff will be available to supervise the front and back entrances of the school as part of a supervision loop.

Parents and carers are discouraged from allowing their children to attend Buninyong Primary School outside of the hours detailed above. Families are encouraged to contact the YMCA on 0409 790 689 or refer to https://ballarat.ymca.org.au/what-we-do/childservices/OSHC/Pages/OSHC-Base-Schools.aspx for more information about 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 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 alternate 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
- place the student in an out of school hours care program (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.

Please note: Any students that are out in the yard and have not been collected, will be taken to the office for collection by their parents/carers.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

In determining whether supervision of students entering or exiting the school is adequate, the principal or their nominee will consider a number of factors including:

- which entry/exit points should be or are used by students
- whether any entry or exit points should be locked, designated as out of bounds, or supervised
- road traffic conditions
- designated pick up and drop off area

**Yard duty**

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

The principal [or alternative nominee] is responsible for preparing and communicating the yard duty roster on a regular basis. At Buninyong Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as of Term 1, 2018) are:

<table>
<thead>
<tr>
<th>Zone</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 1</td>
<td>Front of School (Flagpole to BER Building), including the P-2 playground.</td>
</tr>
<tr>
<td>Area 2</td>
<td>East side of the school. Synthetic play area at the back of the school, including the P-2 toilets, asphalt near grade 4 quad, around the grade 5/6 portables and in front of BER’s middle entrance.</td>
</tr>
<tr>
<td>Area 3</td>
<td>Administration building loop, including the courtyard, canteen (and walkway), in front of the grade 1 portables, the 5/6 playground and front of school to the admin steps.</td>
</tr>
</tbody>
</table>
School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored with first aid kids in staff offices.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

**During yard duty, supervising staff must:**

- methodically move around the designated zone [include procedures for particularly large zones, specifying for example if staff are required to move in a clockwise or anticlockwise position, to ensure that all areas are within line of sight to at least one yard duty teacher at a time. You will need to consider the specific needs of your student population, and size and terrain of your school grounds when considering the most appropriate protocols for yard duty supervision for your school]
- 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 any relevant disciplinary measures set out in our school’s *Student 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 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.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the principal (or nominee) or daily coordinator (Melanie Crimeen) 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 the principal (or nominee) or daily coordinator, 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 send a message to the office/call the principal (or nominee) or daily coordinator 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 times.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the principal (or nominee) or daily coordinator for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Please note: If a child is requested by a parent/carer to depart the school during hours of supervision, parents/carers must request their child to be collected from the main office, whereby staff will keep a record of the departure.

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.

Unauthorised student departure from school

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian 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 police and the Department’s Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

Further Information and Resources

School Policy and Advisory Guide:

- Supervision
Review Cycle

This policy was last updated on 22nd of March, 2018 and is scheduled for review in March of 2019. This policy will also be updated if significant changes are made to school grounds that require a revision of Buninyong Primary School’s Yard Duty and Supervision Policy.