

YARD DUTY AND SUPERVISION POLICY

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Buninyong Primary 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

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 on the main campus. On the Scotsburn Campus, school staff will supervise the main entrance.

For students attending the Scotsburn Campus, students attending the Base 1270 program before and after school will be transported to the Scotsburn Campus from the main campus at the start of the school day and vice versa for the end of the day. School staff will supervise students whilst waiting for the bus (this is part of the Country Bus run transporting students to and from school)

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 school to access more information about BASE1270, our before and after school care program 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

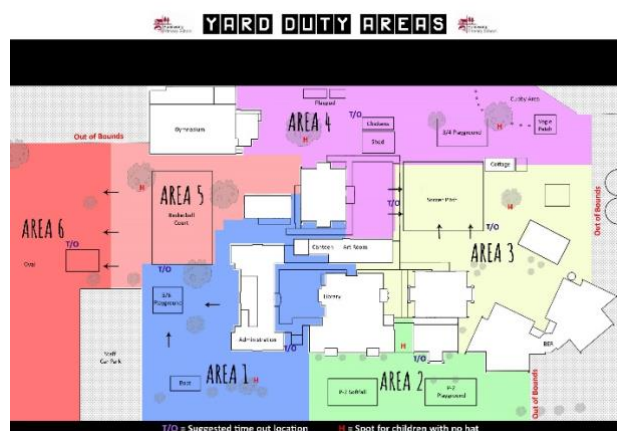
Yard duty

All staff at Buninyong Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. Staff at each campus should refer to the respective rosters available at each campus for further information.

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’s main campus (as of Term 1, 2023) are:

1	Admin Building Loop <i>Supporting P-2 synthetic turf</i>
2	Front of School - P-2 Playground & Turf
3	Soccer Pitch to BER (inc. P-2 toilets)
4	Back of school – Playpod to Cubbies (inc. asphalt court)
5	Basketball Court & behind Portables
6	Oval
	Library
	First Aid



The Scotsburn Campus has one designated yard duty zone. The Yard duty supervisor is expected to supervise the entire outside ground areas during yard duty, paying particular attention to ensuring no students are in any out of bounds areas, such as:

- in the shed without permission (e.g.no lunch time club operating)
- behind the portables
- behind the tanks
- in classrooms without permission

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored with first aid kits in staff offices (both campuses)
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in teacher offices (both campuses)
- Be familiar with the yard duty information card containing student health and safety information stored on the first aid bag

Yard duty responsibilities

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 ensuring active supervision of all students
- 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)
- ensure students remain in their designated year level zones (preps only – out the front of the 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 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 (Gab Rogers) on the main campus and the Campus Lead on the Scotsburn Campus 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 on the main campus and the Campus Lead on the Scotsburn Campus, 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 on the main campus and the Campus Lead on the Scotsburn Campus 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 on the main campus and the Campus Lead on the Scotsburn Campus 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 on the main campus and from the students classroom on the Scotsburn Campus, 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, 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.

Digital devices and virtual classroom

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

Buninyong Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised at the library, in a break out space or common area.

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 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.

Other areas requiring supervision

Students are expected to travel in pairs during class time (e.g. to the toilets, to run an errand, go to the office for medication, messages, etc.)

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
- Made available in hard copy from school administration upon request

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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal – Bernie Conlan
Next scheduled review date	March 2025 the mandatory minimum review cycle for this policy is 2 years

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 arrangements.