

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal.

PURPOSE

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

SCOPE

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.

POLICY

Before and after school

Bimbadeen Heights 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.

Before and after school, school staff will be available to supervise the main entrance of the school, and roam the north and east areas of the school grounds.

Parents and carers should not allow their children to attend Bimbadeen Heights Primary School outside of these hours. Families are encouraged to refer to <https://www.bimbadeenheightsps.vic.edu.au/before-and-after-care/> 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 nominee staff member will, as soon as practicable, follow up with the parent/carers 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.

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

Yard duty

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

The Assistant Principal is responsible for overseeing the preparation and communication of the yard duty roster on a regular basis. At Bimbadeen Heights Primary School, school staff will be designated a specific yard duty area to supervise. The designated yard duty areas for our school as at Term 2, 2021 are:

Zone	Colour	Area
Zone 1	Yellow	Front of school and netball courts
Zone 2	Blue	Basketball court, tennis court, Year 1/2 and 3/4 playgrounds
Zone 3	Green	Oval, running track and hall



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be distributed to individual staff members upon employment and spares 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.

Teachers who are aware that they will be absent from school when rostered for yard duty, and who are not replaced by a Casual Relief Teacher (CRT), must arrange a swap with another teacher.

The yard duty bag can be collected by the staff member on duty at the beginning of recess and lunch from the yard duty bag tub in the staffroom. Staff members on before or after school duty must collect the yard duty bag and return it to the staff room after their duty.

During yard duty, supervising staff must:

- methodically move around the designated zone in a clockwise direction, to ensure that all areas are within line of sight to at least one yard duty teacher at a time
- be alert and vigilant
- be proactive in ensuring the playground is a safe place for all students
- encourage students to positively interact with their peers
- provide equipment or coaching to assist students to have a positive experience outside
- 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 Sentral and follow up any incidents with the children concerned
- notify classroom teachers about any incidents logged
- 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 Assistant Principal 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 Assistant Principal 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 or call Assistant Principal 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 their buddy teacher in the classroom next door or the Year Level Coordinator 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

Created date	March 2023
Consultation	School council
Endorsed by	Principal
Endorsed on	March 2023
Next review date	March 2025