



## Yard Duty and Supervision Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact the Victorian Education Department LanguageLoop on 03 9280 1955 for more information.

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Bacchus Marsh 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

Bacchus Marsh Primary School's grounds are supervised by school staff from 8.35am until 3.30pm. Outside of these hours, school staff will not be available to supervise students. This information will be communicated to parents in the school Newsletter updates each term.

Before and after school, school staff will be available to supervise Area 3, Area 4 back oval and playground areas, including the drop off zone (pm) and McFarland gates (am).

Parents and carers should not allow their children to attend school outside of these hours. Families are encouraged to contact the Office or refer to OSH Club website for more information about the before and after school care facilities available to our school community.

**Please note:** 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 Families, Fairness and Housing (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 Bacchus Marsh Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal or their representative is responsible for preparing and communicating the yard duty roster on a regular basis. At Bacchus Marsh Primary School, staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as of Term 1, 2023 are -

| <b>Areas</b> | <b>Area of school supervised</b>                                         |
|--------------|--------------------------------------------------------------------------|
| Area 1       | Prep playground and undercover area                                      |
| Area 2       | Asphalt basketball/netball area – opposite the gymnasium                 |
| Area 3       | Front oval area, including Year 1 toilets and Chinese garden             |
| Area 4       | Back oval, play equipment, Grade 3 and 4 classroom eating area           |
| Area 5       | Mason's Lane – school end at base of hill between cricket nets and pitch |

Staff duty roster times are as follows:

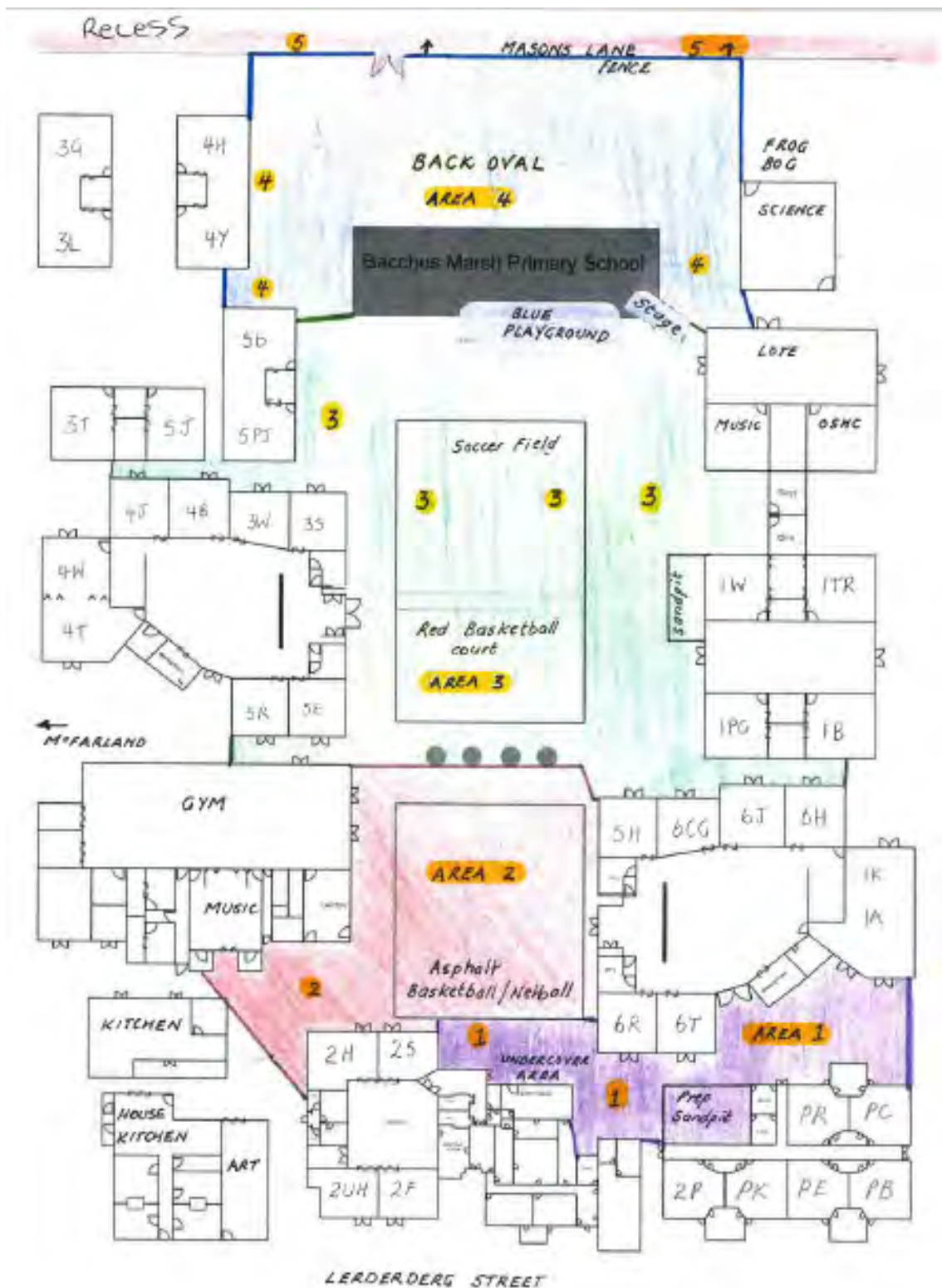
8:35am – 8:50am Before School

Recess part 1: 10:50 am – 11:05 am and part 2: 11:05 am to 11:20 am (staff on duty in blocks of 15 minutes)

Lunch part 1: 1:05 pm – 1:23 pm and part 2: 1:22 pm to 1:40 pm (staff on duty in blocks of 18 minutes)

3:15 pm – 3:30 pm After School in the yard and the Drop Off Zone

3:15 pm – 3:45 pm Bus Duty



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Spare Safety/hi-vis vests will be stored in the yard duty basket in the staff room.

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 being proactive in dealing with student concerns. Staff must carry a designated first aid bag. Staff also need to carry a mobile phone. School mobile phones can be borrowed from the office if required. In Term 1 and 4, staff should wear a SunSmart hat and also enforce this with students.
  - be alert and vigilant at all times, check toilet block areas
  - intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard. Use a red card or ring the main office if assistance is required.
  - enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures as set out in the *BMPS Student Engagement and Wellbeing* policy
  - ensure that students who require first aid assistance receive it as soon as practicable
  - log any incidents as appropriate as a Chronicle entry on Compass and add the appropriate Notification Chain to include the child's classroom teacher
  - if being relieved of their yard duty shift by another staff member, 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.
- 
- 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)

If the supervising staff member is unable to conduct yard duty at the designated time, they should organise a swap with another staff member or 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 main office 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 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the adjoining classroom teacher or the main office for assistance. Another option is to send a Red card in the case of illness. 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 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**

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

Bacchus Marsh 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.

### **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.

## **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
- Included as a reference in our school newsletter each term
- 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 ([bacchusmarshps.vic.edu.au](http://bacchusmarshps.vic.edu.au)) 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](#)
  - [School Based Apprenticeships and Traineeships](#)
  - [School Community Work](#)
  - [Structured Workplace Learning](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

- [Work Experience](#)

#### **POLICY REVIEW AND APPROVAL**

|                            |               |
|----------------------------|---------------|
| Policy last reviewed       | February 2023 |
| Approved by                | Principal     |
| Next scheduled review date | February 2025 |

This policy will also be updated if significant changes are made to school grounds that require a revision of Bacchus Marsh Primary School's yard duty and supervision arrangements.