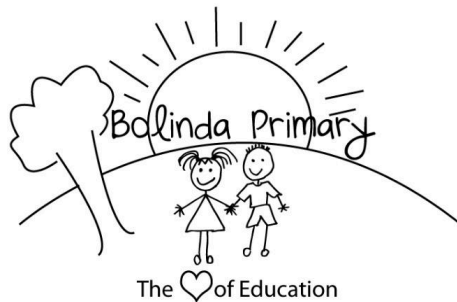


# YARD DUTY AND SUPERVISION POLICY



## PURPOSE

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

## SCOPE

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Bolinda Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

## POLICY

### Before and after school

Bolinda Primary School's grounds are supervised by school staff from 8:45 am until 3:45 pm. Outside of these hours, school staff will not be available to supervise students. Fifteen minutes before and after school, school staff will be available to supervise the playground at the front of the school.

Parents and carers should not allow their children to attend Bolinda Primary School outside of these hours.

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 and assign a staff member to remain with the student/s until the parents arrive
- attempt to contact the emergency contacts
- 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 Bolinda Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Bolinda Primary School, school staff will circulate through all of the zones within the school and wear a high visibility vest. There will also be a rostered Educational Support staff to specifically supervise at risk students at recess and lunchtime.

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the principal's office.

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

During yard duty, supervising staff must:

- methodically move around the main building, down towards the back of the school and out onto the neighbouring oval.
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and take breaches as learning opportunities for the students involved. This may involve administering 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 in 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 with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made. Staff should also note these alterations on the whiteboard in the staffroom.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the 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 and ask for the relieving staff member 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 neighbouring classroom teacher for assistance. If this option is not available, the teacher should contact the Principal for support. 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**

- the Department's Policy and Advisory Library:
  - [Supervision of Students](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

## **REVIEW CYCLE**

This policy was last updated on 25 October 2024 and is scheduled for review in October 2025. This policy will also be updated if significant changes are made to school grounds that require a revision of Bolinda Primary School's Yard Duty and Supervision Policy.

This policy was brought to school council and consulted on.

It was approved on 25 October 2024.