

# 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 Balwyn 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

In accordance with the Supervision Timetable, Balwyn Primary School's grounds are supervised by two school staff, both in the morning from 8:45am until 9am and in the afternoon from 3:30pm – 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Balwyn Primary School outside of these hours. Families are encouraged to contact *Camp Australia* on 1300 105 343 or refer to [oshc@campaustralia.com.au](mailto:oshc@campaustralia.com.au) 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/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 the school's Out of School Hours Care program (if the student is registered and there is a place 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.

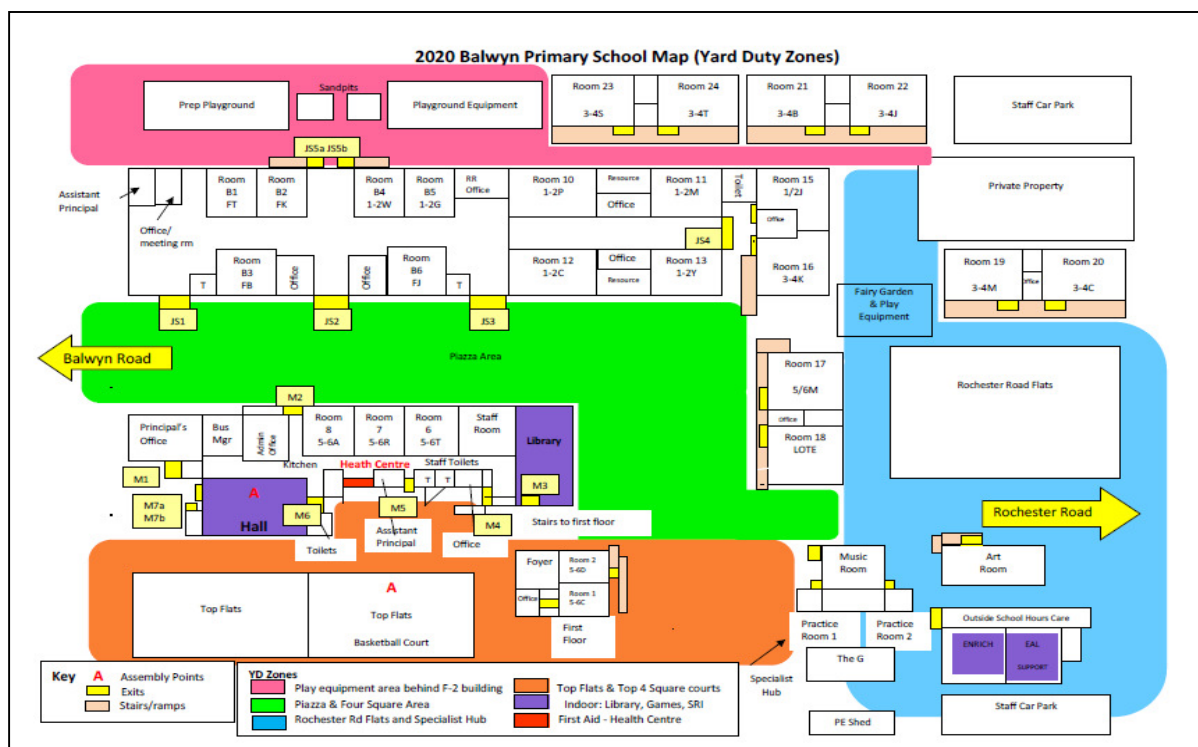
## Yard duty

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

The Daily Organiser, on behalf of the Principal, is responsible for preparing and communicating the yard duty roster on a regular basis. At Balwyn Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as of the beginning of Term One, 2020 are:

<b>Zone One</b>	<b>Play equipment area behind F-2 building</b>
<b>Zone Two</b>	<b>Piazza and Four Square Court Area</b>
<b>Zone Three</b>	<b>Rochester Road Flats and Specialists Hub</b>
<b>Zone Four</b>	<b>Top Flats and Top Four Square Courts</b>



School staff members and Casual Relief Teachers (CRTs) must wear one of the provided orange hi-vis safety vests whilst on yard duty. Yard Duty teachers must also have on their person, a yard duty bag, which contains the following items: a school mobile phone, medical alert cards (including anaphylaxis cards), protective gloves, band aids, packets of tissues, vomit bags, red cross cards (to be presented to Health Centre Nurse for the treatment of minor injuries and illnesses) sticky notes and pencil to record details.

The orange hi-vis safety vests and the yard duty bags are kept on cup hooks in the Staffroom immediately next to the Staffroom door.

All staff and Casual Relief Teachers must wear a hat when on yard duty, between September 1 and April 30.

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

Staff who are rostered for yard duty are expected to '**actively supervise**' students during their allocated Yard Duty timeslots. These include:

- Being alert and vigilant
- Methodically moving around their designated zone, and watching what is happening around them
- Maintaining a broad footprint throughout their designated yard duty zones
- Being constantly on the move and checking blind spots every few minutes
- Positioning themselves so they that can maintain a broad line of sight
- Engaging with students, listening to their concerns and following up with their class teacher(s) if needed
- Monitoring any students that are required to stay within a designated yard duty zone
- Intervening immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- Enforcing behavioural standards and implementing appropriate consequences for breaches of safety rules, in accordance with the *Balwyn Primary School Code of Conduct* and the school's *Student Engagement and Wellbeing* policy
- When being relieved of their first half shift yard duty by another teaching member of staff, conducting a brief but adequate verbal 'handover' to the teaching member of staff member who is relieving you, in relation to any issues which may have arisen during the first shift
- Ensuring that students who require first aid assistance receive it as soon as practicable in accordance with the school's *First Aid* policy
- Log any incidents or near misses as appropriate, in accordance with the school's *Health Centre's* data collection processes and *Occupational Health and Safety* procedures, including *DET Schools Incident Management System*, *WorkSafe* process and any other relevant authorities' processes

If the supervising staff member is unable to conduct their yard duty supervision at their designated time, they should contact the *Daily Organiser* 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 their yard duty zone during their allocated time, they should first contact the school office on 9836 7121 using the phone in the yard duty bag or on their personal mobile phone\*. If unable to contact the school office, the staff member currently on duty should send two students to the staffroom and ask a staff member to attend to the designated zone. The staff member on duty should not leave the designated zone 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 contact the school office on 9836 7121 using the phone in the yard duty bag or on their personal mobile phone\*. If unable to contact the school office, the staff member currently on duty should send two students to the staffroom and ask a staff member to attend to the designated zone. Do 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 teacher on yard duty.

\* Supervising staff members that are rostered for yard duty should only use their personal mobile phones to contact the office, and not for any other purpose.

\* Supervising staff members that are rostered for yard duty before or after school, are required to have a mobile phone on their person to contact the office for urgent matters.

\* Supervising staff members that are rostered for yard duty before or after school, are not required to have to a yard duty bag on their person.

## 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 a teacher in an adjoining or the Year Level Leader for assistance. If unable to seek assistance, the teacher should call the school office to seek assistance from a member of the Leadership Team. The teacher should wait until another teaching member of staff 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

This policy was last updated in April 2020 and is scheduled for review in April 2021.