

YARD DUTY SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact school administration

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Birralelee PS, 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.

Before and after school supervision

Student safety at Birralelee PS is our highest priority, and the safe and appropriate supervision of students is an important part of our duty of care to students. Part of this duty is ensuring that parents and students are aware of our student supervision arrangements before and after school.

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 school: School grounds are supervised from 8:30am.

After school: School grounds are supervised until 3:45pm.

Students on school grounds outside these times will **not** be supervised unless they are attending a before or after school care program, or a supervised extracurricular activity, in which case these programs are responsible for student supervision and duty of care.

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending before or after school care, or a pre-arranged supervised activity (i.e., sports practice).

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, the student is registered and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Families are encouraged to contact TEAM Kids on 1300 035 000 or <https://teamkids.com.au/about-us> for more information about the before and after school care facilities available to our school community or if you would like any further information about our student supervision arrangements.

Yard duty

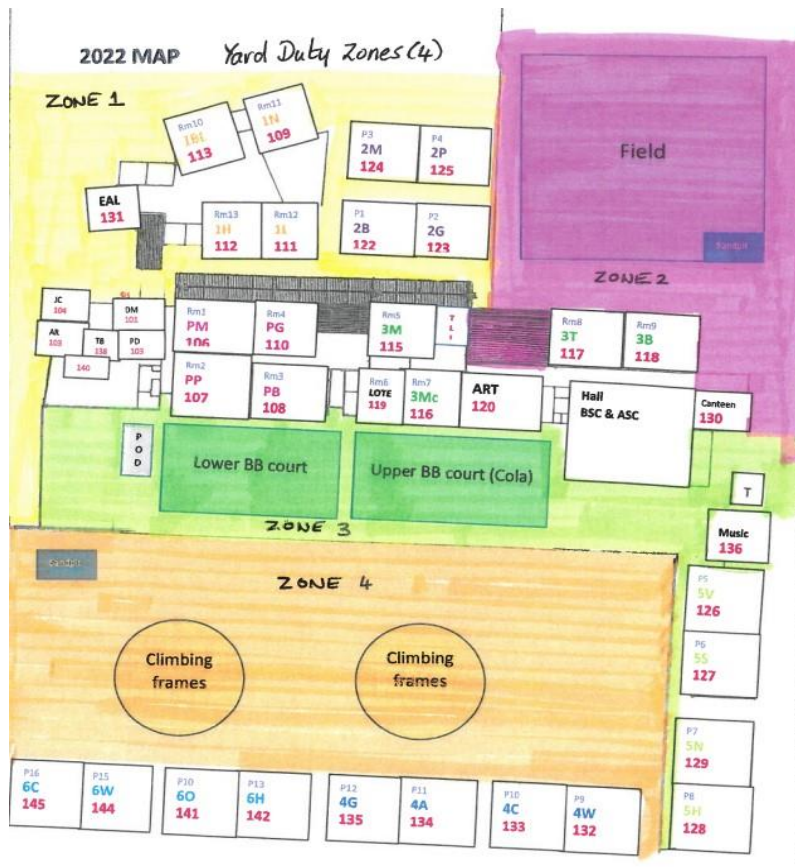
All staff at Birralee PS are expected to assist with yard duty supervision and will be included in the roster.

The principal or alternative nominee e.g., Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Birralee PS, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school are:

Zone	Area
Zone 1	Front area of school / admin deck & Grade 1 area / up to (not including) art deck.
Zone 2	Art deck / field / canteen area.
Zone 3	All top area courts / senior & junior toilets.
Zone 4	Lower playgrounds / climbing areas / south slope



Yard duty equipment

School staff must:

- wear their provided safety/hi-vis vest whilst on yard duty. CRTs may use the classroom teacher's hi-vis vest or collect a spare from the staff room
- carry the yard duty first aid (bum) bag at all times during supervision. CRTs must use the classroom teacher's kit. The kit is not to be carried by students
- Be familiar with the yard duty information pack containing student health and safety information. A folder of any information relating to student health and safety is given to each CRT when login-in on arrival at the school
- When the UV rating is 3 or above, all staff on yard duty must adhere to the Sun-smart practice of wearing a broad-brimmed sun hat that covers the head and neck. Outside clothing must be appropriate (no string/vest or crop tops), for both professional and sun protection reasons.

Yard duty equipment must be returned to the classroom (where found) after the period of supervision.

Yard duty responsibilities

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

During yard duty, supervising school staff must:

- methodically move around their designated zone ensuring active supervision of all students to ensure that areas are within line of sight as much as possible.
- 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
 - juniors only have access to the field at recess
 - seniors only have access to the field at lunchtimes
 - juniors only have access to the lower BB court before school, at recess, at lunch and after school. Seniors can play with their buddy on occasion in this area
 - seniors only have access to the upper BB court at recess and lunch, and at times when it is not being used by after-school clubs
- 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 the 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. A CRT will need to inform the team leader of the grade level involved so that they can record an incident on Compass. If the team leader is absent, then an assistant principal will need to be informed of the incident details in order to complete the Compass log.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into two consecutive time periods), the staff member must ensure that a brief, but adequate verbal 'handover' is given to the relieving 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, the following arrangements are to be followed:

- it is the responsibility of all staff to swap duties if a planned absence is known, e.g., an excursion or visit
- in the event of an unexpected absence such as illness, the staff member 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

- the teacher responsible for booking swimming programs is also responsible for organising yard duty coverage
- coverage during camp days is arranged using a volunteer roster to cover those staff members away on camp.

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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office to call an assistant principal, but not leave their designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class unless a student attends a different classroom or private lesson (i.e., music).

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their 'neighbour' teacher (in the next classroom), if the absence is brief. If the absence is for a longer time, the teacher must contact the admin office & assistant principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving their duty area.

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

Birralee PS follows the Department's *Cyber-safety and Responsible Use of Technologies Policy* with respect to supervision of students using digital devices.

Birralee PS 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 by a teacher in their classroom or school hall.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored during each learning session

- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our *Student Wellbeing and Engagement Policy* and our *Child Safety Responding and Reporting Policy and Procedures* for further information.

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 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

Class teachers are responsible for supervision when students are using the library during lesson times.

ES staff may supervise limited numbers of students using the library at playtimes for social learning purposes but can contact the assistant principals or principal working nearby if necessary.

Class teachers and specialist teachers are responsible for taking students to and from specialist classes. Arrangements must be made in advance between these teachers so that students are always supervised. The arrangements must be communicated to CRT teachers when necessary.

Student using toilet areas must be accompanied by another student from the same grade level.

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 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.

Further Information and Resources

The Department's Policy and Advisory Library (PAL) & Policies on School website:

- Child Safety & Wellbeing Policy and Code of Conduct
- Digital Learning Policy
- Duty of Care Policy
- Excursions and Camps Policy
- Yard Duty and Supervision Policy
- Visitors Policy
- Volunteers Policy

Policy Review and Approval

Policy last reviewed	18/07/2022
Approved by	Principal Ashley Ryan
Next scheduled review date	2023

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