



*'Quality Education in a Friendly, Caring and Supportive Environment'*

## **Yard Duty and Supervision Policy**

### **PURPOSE**

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

### **SCOPE**

This policy applies to all teaching and non-teaching staff at Bridgewater 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.

#### ***Before and after school***

Bridgewater Primary School's grounds are supervised by school staff from 8:30 – 9:00 am on Monday and Wednesday mornings for Breakfast Club and from 8:40 – 9:00 am each Tuesday, Thursday and Friday.

If students attend school for Breakfast Club, they are required to remain with the supervising staff member in the breakfast area (staff room).

The front area of the school will be supervised until 3:45 pm, if students have not been collected by this time, they will be required to wait in the office area of the main building. Parents who have been held up should contact the school to ensure that adequate supervision is available until they arrive.

Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through regular reminders in our newsletter and on the Parent Facebook Page that they should not allow their children to attend Bridgewater Primary School outside of these hours. Families will be encouraged to contact Julie Ladd on 0439552008 for any further questions regarding this policy.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominated 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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### **Yard duty**

All staff at Bridgewater 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 Bridgewater Primary School, on duty staff will be required to maintain a direct line of supervision.

### **Yard duty zones**

The designated yard duty areas for Bridgewater Primary School (Term 3, 2021) are as follows:

<b>Zone</b>	<b>Area</b>
Zone 1	Oval, basketball court and undercover area
Zone 2	Front of the School (out of bounds for break times unless work is being carried out at the school)
Zone 3	Oval across the road (out of bounds for break times unless work is being carried out at the school)



### **Yard duty equipment**

School staff must:

- Carry their mobile phone while on duty
- Maintain direct access to the first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staffroom.
- Be familiar with the yard duty information pack containing student health and safety information stored for at risk students.
- Ensure there are jelly-beans in the first aid bag for diabetic students

Yard duty equipment must be returned and stored in the staffroom.

### **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 check the designated zone for supervision
- ensure students remain Zone 1 during standard break times
- 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 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 Parent communication should be sent home via the first aid book in the staffroom.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 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, they should ensure that alternative arrangements are made.

If the supervising staff member needs to leave the yard duty area, they must ensure that there is adequate coverage before going.

If the relieving staff member does not arrive, the staff member currently on duty should leave the direct line of sight until a relieving staff member has arrived.

Students will be encouraged to speak to the teacher who is supervising or go to the staffroom if they require assistance during recess or lunchtime.

### **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 teacher next to them for assistance. The teacher should then wait until that staff member has opened the doors to both classrooms before leaving.

### **School activities, camps and excursions**

The Principal and classroom teacher 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.

### **Digital devices and virtual classroom**

Bridgewater Primary School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Bridgewater 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 in the main 3-6 classroom.

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

- student attendance will be monitored daily
- 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 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:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Reminders in the school newsletter
- Hardcopy made available at the sign in area near the front office

### **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](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

### **POLICY REVIEW AND APPROVAL**

Policy reviewed in July 2021 and will be rescheduled for review in July 2024

This policy will also be updated if there is significant student growth or there is a change to school grounds that requires a revision of Bridgewater Primary School's yard duty and supervision arrangements.