

# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 98575157.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Boroondara Park 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**

Boroondara Park Primary School's grounds are supervised by school staff from 8.45am until 3.45pm. Outside these hours, school staff will not be available to supervise students.

Before and after school, school staff supervise the school at both the front (Almond Street) and back (Ruth Street) exits and Area 3 of the yard.

Parents and carers should not allow their children to attend Boroondara Park Primary School outside these hours. Families are encouraged to contact Conor Niall on 0412 263 319 or refer to <https://www.oshclub.com.au/boroondara-park-primary-school-vic/> for more information about the before and after school care facilities available to our school community.

Parents and carers will be advised about before and after school supervision through a notification email, on our school website and regular reminders in our newsletter that they should not allow their children to attend Boroondara Park 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 is 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 Boroondara Park Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Boroondara Park Primary School, school staff will be designated a specific yard duty area to supervise outside or have supervision inside for certain lunchtime activities.

### **Yard duty zones**

The designated yard duty areas for our school as at insert date Term 1, 2022 are:

Zone	Area
Area 1	Top Oval F-2 play equipment, Gallery classrooms
Area 2	Junior Play area and canteen, F-2 play equipment, friendship tree
Area 3	Basketball/Netball courts, 3/4 playground, 5/6 play equipment
Area 4	Bottom oval



## **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the main office for replacement staff; permanent staff have their own safety/hi-vis vest.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the main office for replacement staff; permanent staff have their own yard duty first aid bag.
- be familiar with the yard duty information pack containing student health and safety information stored included in the yard duty first aid bag.
- collect a walkie talkie from the office.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

## **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 the designated zone ensuring active supervision of all students
- 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, contact the office via walkie talkie to report unknown visitor.
- ensure students remain in their designated areas
- 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 the school's communication portal and report to class teacher/office as required.

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 first try to swap their yard duty with another staff member, if this is not able to be arranged then 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 office via walkie talkie who will arrange a staff member to relieve them (office will speak with Principal and 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 contact the office via walkie talkie and not leave the 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 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 office or neighbouring teacher for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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**

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

Boroondara Park 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 a learning space supervised by a teacher or in breakout rooms connected to classrooms.

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

- student attendance will be monitored through daily attendance
- 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 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.

#### Other areas requiring supervision

All students will move from class to class under the supervision of their classroom teacher or specialist teacher. Some students will move from class to class with support of Education Support staff.

Students participating in chess and other lunchtime activities are supervised by teaching staff if school arranged activity; if activity is user-pays by parents then qualified and appropriate supervision from outside provider – e.g. sports teacher.

At Boroondara Park Primary School all students are expected to go in pairs during class time to the toilets. When heading to the office or sickbay students always go in pairs during class time.

### 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 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	September 2022
Approved by	Principal
Next scheduled review date	September 2024

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