



Bayswater North Primary School

CONNECTION ~ RESPECT ~ PERSEVERANCE

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YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Bayswater North Primary School on 9729 1744, or email Bayswater.north.ps@education.vic.gov.au

PURPOSE

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

SCOPE

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

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

Bayswater North PS'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.

Before and after school the following areas are supervised:

- Senior playground at the front of the school
- Areas to the rear of the school including the covered walkways.
- Before and after school care is available on site and is run by OshClub for students requiring supervision outside of these times. Oshclub runs from 7am in the morning, and concludes at 6 pm in the evening.

Parents and carers will be advised through information on our school website, a notification through Compass and regular reminders in our newsletter that they should not allow their children to attend Bayswater North PS outside of these hours. Families will be encouraged to contact OshClub 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 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

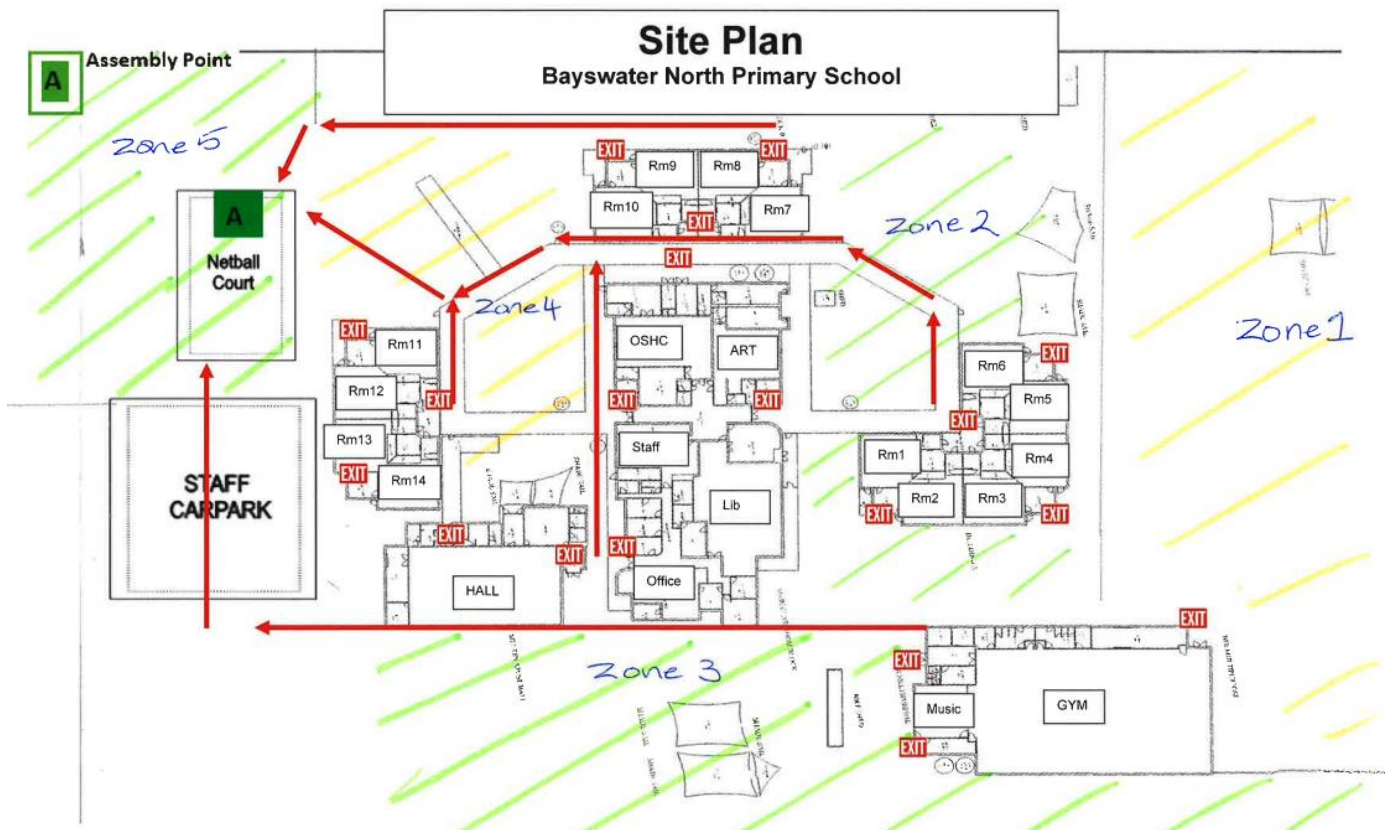
All staff at Bayswater North PS are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal or alternative nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Bayswater North PS, [school staff will be designated a specific yard duty area to supervise according to the zones listed below.

Yard duty zones

The designated yard duty areas for our school are outlined below :

Zone	Area:
Zone 1	Junior area – junior playground, junior oval, basketball courts. (Teacher)
Zone 2	Prep playground and grass area, junior toilets, junior courtyard. (ESS)
Zone 3	Front of school – senior playground at front of school, pathway from senior playground to the gymnasium (Teacher)
Zone 4	Senior courtyard area – including courtyard, area outside canteen, senior toilets, area outside 3/4 classrooms (ESS)
Zone 5	Senior area – oval, netball courts, 3/4 grass area, (Teacher)



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Staff to store safety vests in their classrooms or readily accessible location.

- carry the yard duty first aid bag at all times during supervision. Staff to store safety vests in their classrooms or readily accessible location.
- Be familiar with current student wellbeing concerns related to specific children.

It is the responsibility of all staff to look after their yard duty equipment.

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 and to ensure that all areas are within line of sight to at least one yard duty staff member at a time.
- 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
- supervise the nearest area where students line up until at least one class teacher arrives.
- Class teachers are to return to class during the period of music being played, and before the final bell rings for the end of recess or lunch.
- 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 through a Chronicle Entry 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), 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 contact the Principal or delegate 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 Principal or delegate 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/ or call Principal or delegate, 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 student needs to leave the classroom to attend the office or for going to the toilet, they must go with another student or staff member (eg integration aide).

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a teacher in their connecting rooms for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Classroom teachers should not leave integration aides in charge of supervising students during classtime.

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

Bayswater North PS follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Bayswater North 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 in an appropriate area, eg the library, STEM room, conference room or additional classroom space.

Students may occasionally be involved in flexible or remote virtual learning from home during school hours. While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored as normal via Compass or Teacher class checklist
- 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 – Transition between classes

Class teachers or specialist teachers are to supervise students moving between areas of the school eg going to attend a specialist class or going to the Gym for whole school assemblies.

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
- Added to our school newsletter the LINK at the beginning of each term
- Made available as a hard copy from school administration upon request
- Included in the policies published on the Bayswater North PS website.

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 last reviewed	15/8/2023
Approved by	Principal
Next scheduled review date	2025

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