POLICY: YARD DUTY AND SUPERVISION

Help for non-English speakers
If you need help to understand the information in this policy, please contact the office at Brentwood Park on 9702 2022.

PURPOSE:
To ensure school staff, including education support staff and casual relief teachers understand their supervision and yard duty responsibilities.

AIMS:
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.

This policy applies to all teaching and non-teaching staff, 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, times, and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

IMPLEMENTATION:
Before and after school

The school grounds are supervised by school staff from 8:45 until 3:35. Outside of these hours, school staff will not be available to supervise students. During these times three principal class members are on duty, one at the side gate opening to Bemersyde Walkway, one at the back gate on Neilian Retreat and the other staff member supervising the gate at the front of the school.

Parents and carers should not allow their children to attend outside of these hours. Families are encouraged to contact Camp Australia on 1300 105 343 or refer to www.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

- contact Victoria Police and/or the Department of Families, Fairness and Housing Services (Child Protection) to arrange for the supervision, care, and protection of the student.

Yard duty

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

The assistant principal whose role is the Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. School staff will be designated a specific yard duty area to supervise.

The designated yard duty areas are:

Area A	Front of school, pirate ship up to sandpit
Area B	Sandpit to the 2-4 playground, across western boundary
Area C	Oval
Area D	Senior playground, outdoor eating area, canteen, basketball courts
Area E	Withdrawal

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 room 7.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in room 7.
- be familiar with the yard duty information pack containing student health and safety information stored in room 7.

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 replaced by a relieving teacher.

During yard duty, supervising staff must:

- methodically move around the designated zone ensuring active supervision of all students
- be alert and vigilant
- 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 lanyard and have signed in.
- 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 the Code of Conduct.

- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate e.g., in a Yard Duty Book,

If being relieved of their yard duty shift by another staff member, ensure that a brief but adequate verbal 'handover' is given to the next 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 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 assistant principal but should not leave the designated area 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 send a message to the assistant principal or to the office and 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 yard duty staff member.

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 assistant principal or office for assistance. The teacher should then wait until another staff member 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 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, and will follow the supervision requirements in the Department of Education Excursions Policy.

Students requiring additional supervision support
Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the assistant 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.

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
- Available on the school's website

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
  - Duty of Care
  - Excursions
  - Supervision of Students
  - Visitors in Schools

POLICY REVIEW AND APPROVAL

Policy last reviewed	3/9/2024
Approved by	James Bell, principal and school council
Next scheduled review date	September 2027