



# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact our office staff at Bourchier Street Primary School (Ph: 58 213 488) who will arrange for a translator to communicate with you.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Bourchier Street Primary School, including education support staff, casual relief teachers and visiting teachers.

## POLICY

Bourchier Street Primary School follows DET guidelines regarding school hours. Please refer to DET School Hours (including variation to hours) 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

Bourchier Street Primary School's grounds are supervised by school staff from 8:15am until 8:45am. And from 3:15pm until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through our school website and regular reminders in our newsletter that they should not allow their children to attend Bourchier Street Primary School outside of these hours. Families will be encouraged to contact Their Care on 1300 072 410 or refer to [www.theircare.com.au](http://www.theircare.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
- 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.

The “Before and After School Supervision Parent Notification” is attached and appears on the school’s website.

### Yard Duty

All staff at Bouchier Street Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

All staff will be allocated a lunch break, free from duties, for at least 30 minutes per day, between 11:30am and 2:30 pm

The Principal or Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Bouchier Street Primary School staff will be designated a specific yard duty area to supervise

### **Yard duty zones**

The designated yard duty areas for our school are-

<b>Zone</b>	<b>Area</b>
Zone 1	Junior Playground
Zone 2	Asphalt
Zone 3	Oval
Zone 4	Back 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 First Aid office.
- carry the yard duty first aid bag at all times during supervision. Yard duty first aid bags will be stored in the First Aid office.
- be familiar with the yard duty student information pack containing student health and safety information stored in the yard duty first aid bag.
- alert the First Aid Officer to restock the first aid bag when necessary.

Yard duty equipment is the responsibility of the First Aid Officer.

### **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 constantly.

- Guidelines for the number of toilet inspections:
  - 2 at recess
  - 3 at lunch time
- Identify areas which need closer supervision and monitoring

- 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.

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 arrange swapping their yard duty with another staff member. If the supervising staff member is unable to swap their yard duty with another staff member they must 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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/call Assistant Principal, 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 front office/assistant principal 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

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

Bourchier Street 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 break out spaces / common areas.

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 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.

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff meetings as required
- Included as annual reference in school newsletter
- 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 Community Work](#)
  - [Structured Workplace Learning](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	26 <sup>th</sup> February 2025
Approved by	Principal
Next scheduled review date	February 2026

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

## BEFORE AND AFTER SCHOOL SUPERVISION PARENT NOTIFICATION

Student safety at Bouchier Street Primary School is our highest priority and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.

**Before school:** School grounds are supervised at 8.15am until 8.45am.

**After school:** School grounds are supervised until 3.15pm 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 supervised extracurricular activity).

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).

Families are encouraged to contact the Principal on (03) 5821 3488 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.

A copy of our school's Yard Duty and Supervision Policy is attached. For a copy please contact the School Office. This policy includes Bouchier Street Primary School's student supervision arrangements across the school day, including before and after school.