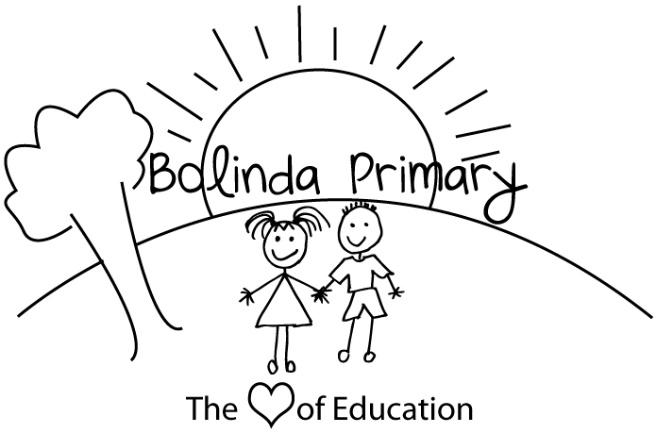
**YARD DUTY AND SUPERVISION POLICY**

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**Purpose**

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

**Scope**

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

Bolinda Primary School grounds are supervised by school staff from 8:45am until 9:00am in the morning and from 3:30pm-3:45pm in the afternoon. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised that they should not allow their children to attend Bolinda Primary School outside of these hours. Families will be encouraged to contact School’s Out for information about after school care. Information can be found on the school website.

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 Bolinda Primary School are expected to assist with yard duty supervision and will be included in the yard duty roster.

The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Bolinda Primary School, we have one teacher and one teacher aide on duty at all times.

**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 teacher classrooms. Teachers have their own allocated vests for yard duty. This may not be necessary before and after school due to the limited number of areas in which students play at Bolinda PS during these times and also due to the fact that teachers are standing in the same spot each day so that they can communicate with families.

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

**Yard duty responsibilities**

Staff who are rostered for yard duty must remain in the schoolyard until they are replaced by a relieving staff member.

During before and after school yard duty, staff will monitor the front playground area near the carpark and students are not permitted to play in other parts of the school during these times. Staff may move to another area of the school if they need to support a student in that area but will return to the front area of the school when it is safe to do so. Where possible, other staff on site will attend to students in other areas of the school so that rostered yard duty staff can remain in the front playground area.

During recess and lunchtime yard duty, supervising school staff must:

· methodically move around the school·

· be alert and vigilant

· intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard

· enforce behavioural standards and engage students in conversation for breaches of safety or behaviour, in accordance with any relevant measures set out in the school’s Student Engagement policy

· ensure that students who require first aid assistance receive it as soon as practicable

· report any incidents to the relevant classroom teacher

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 shouldcontact the Principalwith 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 Principalbut 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 Principal or another staff member 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 teacher in the adjoining classroom or the 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 teachers on duty 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**

Bolinda Primary School follows the Department’s [Cybersafety and Responsible Use of Technologies Policy](https://www2.education.vic.gov.au/pal/cybersafety/policy) with respect to supervision of students using digital devices.

Bolinda 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 an open area in accordance with the [Cybersafety and Responsible Use of Technologies Policy](https://www2.education.vic.gov.au/pal/cybersafety/policy).

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

· student attendance will be monitored via google meet and via video conferencing platforms

· 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 a 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 students 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.

Students leaving the classroom to move to another part of the school must be accompanied by at least one other student. These rules will be communicated at the start of the year and reinforced regularly.

This policy will be:

* communicated to our school community via the school website
* Included in staff induction processes
* Discussed at staff briefings or meetings, as required
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* 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 regularly via our school communication channels.

**Further Information and Resources**

· the Department’s Policy and Advisory Library (PAL):

·  [Child Safe Standards](https://www2.education.vic.gov.au/pal/child-safe-standards/policy)

·  [Cybersafety and Responsible Use of Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy)

·  [Duty of Care](https://www2.education.vic.gov.au/pal/duty-of-care/policy)

·  [Excursions](https://www2.education.vic.gov.au/pal/excursions/policy)

· [School Community Work](https://www2.education.vic.gov.au/pal/school-community-work/policy)

·  [Supervision of Students](https://www2.education.vic.gov.au/pal/supervision-students/policy)

·  [Visitors in Schools](https://www2.education.vic.gov.au/pal/visitors/policy)

**POLICY REVIEW AND APPROVAL**

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| --- | --- |
| Policy last reviewed | 13/8/2021 |
| Approved by | Principal |
| Next scheduled review date | August 2022 |

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