

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Bellbridge Primary School.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Bellbridge 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, 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

Bellbridge Primary School grounds are supervised by school staff from 8:00am until 8:35am before school, then from 2:40pm until 2:55pm after school. School staff are not able to supervise students prior to 8:00am or after 2:55pm.

School staff supervise certain areas before and after school, including the Matlock Street entrance (Gate 1) and play area, and the entrances along Bellbridge Drive (Gate 3 and Gate 4).

Parents and carers will be advised through our school website, school newsletter and Compass that children are not permitted on school grounds outside of these hours. Families will be encouraged to contact Camp Australia or refer to <https://www.bellbridgeps.vic.edu.au/> for more information about the before and after school care facilities available to our school community.

If an unsupervised student arrives at school before supervision commences at 8:00am, 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 2:50pm, 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 the 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 (recess and lunch)

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

The Daily Organiser is responsible for preparing and communicating the yard duty roster for teachers on a regular basis. At Bellbridge Primary School, teachers will be designated a specific yard duty area to supervise for each assigned yard duty.

A member of the leadership team (e.g. Assistant Principal or Learning Specialist) is responsible for preparing and communicating the yard duty roster for education support staff on a regular basis. At Bellbridge Primary School, staff will be designated a specific student/s to supervise for each assigned yard duty.

Yard duties for all staff are arranged in an equitable way in line with our 30+8 model (Victorian Government Schools Agreement 2022).

Yard duty zones

The designated yard duty areas for teachers at our school during recess and lunch are:

Zone	Area
Zone 1	Matlock Street
Zone 2	Courtyard
Zone 3	Oval 1
Zone 4	Oval 2
Zone 5	Blue/red slide area

Yard duty equipment

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty (yellow – teachers/leadership, orange – ES).
- TEACHERS ONLY: Carry a yard duty folder, that includes student health and safety information and basic first aid 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
- 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)
- 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 using an incident referral form

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 Daily Organiser 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 Daily Organiser, 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 call the Daily Organiser 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 time.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the School Office 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

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

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.

Supervision of students when using toilets

During class time, students are to walk to toilets in pairs and seek teacher permission before exiting the classroom.

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
- Uploaded to our school website
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

Related policies include:

- [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	November 2022
Consultation	School Council June 2023
Approved by	Alysha Jarvis – Acting Principal
Next scheduled review date	November 2024

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