

YARD DUTY AND SUPERVISION POLICY

Brunswick East Primary School



Help for non-English speakers.

If you need help understanding this policy's information, please get in touch with the school office on 93673361.

We acknowledge the "Wurundjeri people" of the Kulin Nation as the traditional custodians of the land we live, work, and travel upon. We respect their elders, both past and present.

We stand up for inclusion and diversity in schools,



PURPOSE

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

SCOPE

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

POLICY

Appropriate supervision is an essential strategy for monitoring 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

Brunswick East Primary School'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.

Parents and carers will be advised through a notification on our school website, regular reminders through Compass notifications or emails that they should not allow their children to attend outside these hours. Families will be encouraged to contact the office at 93873361 or refer to <https://beps.vic.edu.au/oshc/> for more information about the before and after school care facilities available to our school community.

Suppose a student arrives at school before supervision commences at the beginning of the day. In that case, 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 Child Protection to arrange for the student's supervision, care and protection.

Yard Duty

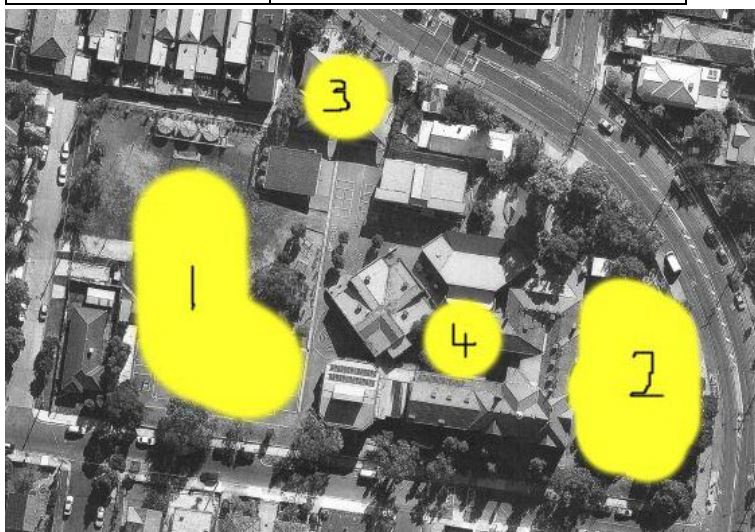
All Brunswick East Primary School staff are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal/ Assistant Principal is responsible for regularly preparing and regularly communicating the yard duty roster. At Brunswick East Primary School, staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school.

Zone	Area
Zone 1	Oval
Zone 2	Nicholson street / vegi garden
Zone 3	Colourfuls
Zone 4	Agora – when needed



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 room
- always carry the yard duty first aid bag during supervision. The yard duty first aid bag will be stored in The First aid room
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Yard duty equipment must be returned after supervision or handed to the relieving staff member.

Yard duty responsibilities

Staff rostered for yard duty must remain in the designated area until a relieving staff member replaces them.

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 are 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 two consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving staff member about any issues which may have arisen during the first shift.
- Suppose the supervising staff member cannot conduct yard duty at the designated time. In that case, they should contact the Assistant Principal with as much notice as possible before 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]. Still, they should only leave the designated area once the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member on duty should send a message to the office/call Assistant Principal and only leave the designated area once 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 during a lesson, they should first contact the Principal/Assistant Principal for assistance. The teacher should wait until a replacement staff member arrives 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

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

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.

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.
- Made available in hard copy from the school office when requested.

Information for parents and students on supervision before and after school is available on our school website.

<https://beps.vic.edu.au/>

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Approved by	Principal
Next scheduled review date	February 2025

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