



## **YARD DUTY AND SUPERVISION POLICY**

### **BLACKBURN LAKE PRIMARY SCHOOL**

12 - 14 Florence Street Blackburn 3130

### **PURPOSE**

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

### **SCOPE**

This policy applies to all teaching and non-teaching staff at Blackburn Lake 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 in place during school hours, before and after school, and on school excursions and camps.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

#### **Before and After School**

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

Before and after school, school staff will be available to supervise the school oval, playground equipment, basketball court, bike shed and east entrance of the school along Florence Street frontage.

In addition to this a staff member will be appointed to supervise the 'kiss and drop' zone in front of the school on Florence Street.

Parents and carers should not allow their children to attend Blackburn Lake Primary School outside of these hours. Families are encouraged to contact Team Kids 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 parents/carers to:

- advise of the supervision arrangements before school
- request that the parents/carers 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)
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

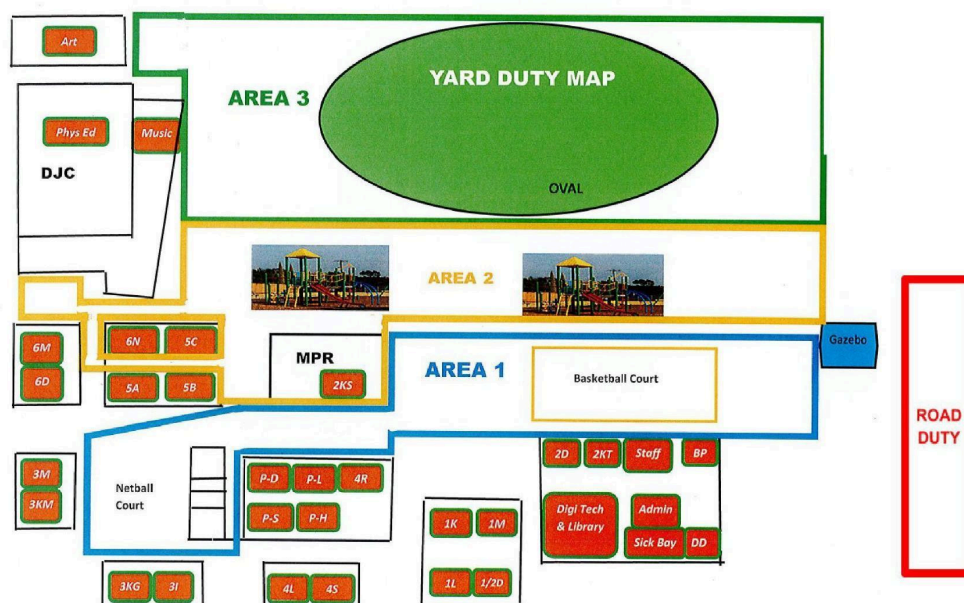
School staff who are rostered on for before or after school supervision must follow the processes outlined below.

### Yard duty

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

The Principal [or alternative nominee] is responsible for preparing and communicating the yard duty roster on a regular basis. At Blackburn Lake Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as at Term 3, 2023) are:



### Yard duty responsibilities

School staff must wear a provided Safety/hi-vis vest and carry a first aid bag whilst on yard duty. Each staff member has been provided with their own safety vest. Additional Safety/hi-vis vests are hanging in the staff room for use by any staff (including Casual Relief Teachers)

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- methodically move around the designated zone
- 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 your school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in the Yard Duty Log Folders for each area
- if being relieved of their yard duty shift by another staff, 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 a member of leadership to arrange to be covered by another member of staff.

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 office/call Assistant Principal, 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 their 'buddy' teacher for assistance as a first point of contact or the Assistant Principal. The teacher should not leave the classroom 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 of the 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.

### **Digital devices and virtual classroom**

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

Blackburn Lake Primary School will ensure appropriate supervision of students participating in remote and flexible learning environments while on school grounds. In these cases, students will be supervised in designated learning spaces.

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

- student attendance will be monitored daily via rollcall WebEx sessions and Google Classroom class spaces
- 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 special 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:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in the School Policies Folder
- Referenced in our school newsletter
- Made available in hard copy from the school office (upon request)

### **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](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

Blackburn Lake Primary Schools policies;

- [Duty of Care Policy](#)
- [Student Engagement and Wellbeing Policy](#)
- [Child Safe Policy](#)

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	August 2023
Approved by	Principal David Dowson
Next scheduled review date	November 2025