



Policy Title	Yard Supervision		
Ratified at S.Council			
Updated on	Term 2 2022		
Reviewed by	Leadership	Date	7/05/2022

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Bairnsdale West 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Bairnsdale West Primary has the following in place to ensure appropriate supervision:

- Supervision of students is the responsibility of all staff.
- Our grounds are supervised by school staff from 8:20am until 3:40am. Outside of these hours, school staff will not be available to supervise students.
- A roster system will be used to timetable staff members for yard supervision.
- Yard supervision will include before school, recess and lunch breaks, and after school.
- Classroom teachers are responsible for the supervision of students during class time.
- If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact Team Leader for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.
- Parents and carers will be advised through the school newsletter that they should not allow their children to attend outside of these hours. Families are encouraged to contact our Office staff for more information about the before and after school care facilities available to our school community.
- If a student continually 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

- 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; make necessary arrangements to ensure the safety of the child
- An experienced teacher will be responsible for coordinating the yard duty roster, and for negotiating specific duty times or days with individual staff members.
- The roster will require a minimum of three staff members on duty at any one time, each responsible for supervising a designated area of the school
- The designated areas of the school are:
 - **Junior Area** – Junior Playground, behind Art room and to Boy's toilets
 - **Middle Area** – Middle Playground, around Science Room and Bike-shed and to the Girl's toilets
 - **Senior Area** – Basketball Courts, around Nova Hall / Canteen and bike-shed area
 - **Oval Area** – Oval, Senior Playground and basketball courts
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies.
- In addition, staff members will be responsible for supervision of the first aid room during recess and lunch times.
- Yard duty staff members will be responsible for monitoring individual student behaviour.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to either make a swap with another staff member, or discuss the matter with the coordinating teacher.
- Staff will ensure they wear hats and sun block for periods of hot weather.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively seek assistance.

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

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

Bairnsdale West 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 a designated staff member.

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.

Evaluation:

To be reviewed every 12 months.

Communication:

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

- Available publicly on our school's website
- Included in relevant staff induction processes
- Discussed at staff briefings or meetings, as required
- Referenced in school newsletter
- Available upon request in hard copy form from the School Office