

BEECHWORTH PRIMARY SCHOOL



No. 1560

Believe - Persist – Succeed

Beechworth Primary School

Yard Duty and Supervision Policy

PURPOSE

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

SCOPE

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.

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

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.

POLICY

Before and after school

Beechworth Primary School's grounds are supervised by school staff from 8.40 until 3.40. Outside of these hours, school staff will not be available to supervise students. The school will regularly inform parents/carers of the precise times during which the school's grounds will be monitored. This will occur via the school newsletter at the commencement of each term.

Before school a staff member will be supervising students in the front of the school in ZONE 2 only. Students are expected to play in this Zone before school.

After school, all staff will be in the yard farewelling students from the front of the school and from the rear doors of the main building for Early Years students. A staff member is designated as bus duty to ensure that all required students to travel by bus are supervised until collection.

Parents and carers should not allow their children to attend Beechworth Primary School outside of these hours. Families are encouraged to contact the School Office on 03 5728 1066 for more information about the before and after school care facilities available to our school.

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
- 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 above.

Yard duty

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

The principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Beechworth Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as at 1 July 2018) are:

Zone	Area
Zone 1 - Yellow	Wetlands, bat-ball area, back of school including toilet areas.
Zone 2 - Green	Front of school including; netball courts, basketball courts and 3-6 years playground
Zone 3 - Red	Oval and Early Years playground and sandpit
Zone 4 - Blue	Inside BER building



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staffroom. Staff will also be required to carry a yard duty 'bum-bag' with basic equipment and supplies for first aid.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. Swap-over point for Zone one is in front of the toilet block, Zone 2 is at the front of the main building, Zone 3 at the junior sandpit.

During yard duty, supervising staff must:

- methodically move around the designated zone to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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 as set out in the school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable, where appropriate, students may be sent to the office for first aid with a red ticket from the yard duty bag.
- log any incidents or near misses as appropriate in the Compass or in the OHS book for maintenance items
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), 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 the Principal, or organise a swap 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 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 student to the office/staffroom with a message 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.

This duty cannot be delegated to external education providers, parents or trainee teachers.

In addition, no student should be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal from the classroom is only to occur in accordance with the Discipline policy.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a buddy classroom teacher for assistance. The teacher should then wait 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. 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.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

- This policy was last reviewed and updated **August 2019**
- Scheduled for review August 2020.
- Presented to School Council **21 August 2019**.

This policy will also be updated if significant changes are made to school grounds that require a revision of Beechworth Primary School's Yard Duty and Supervision Policy.