



Beechworth Primary School

Be ...

Respectful, Safe, Persistent, Caring ... Always!

## YARD DUTY AND SUPERVISION POLICY

*Beechworth Primary School is committed to the implementation of Child Safe Standards to promote the safety and wellbeing of all young people.*



### Help for non-English speakers.

If you need help to understand the information in this policy, please contact the school office.

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Beechworth 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.

#### Before and after school

Beechworth Primary School's grounds are supervised by school staff from 8.45 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. Students are expected to remain in this Zone before school. Wherever possible a second staff member will supervise the bike shed area.

After school, all staff will be in the yard farewelling students from the front of the school, with one staff member supervising the bike shed area at the rear of the school. A staff member is designated as bus duty to ensure that all required students to travel by bus are supervised until collection.

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.

**Parents and carers should be aware, should their child be onsite at Beechworth Primary School after 3.40pm without parent/carer supervision, that it is at their own risk as no supervision is provided.** Before and After School Care is available on site for families who require care outside of the BPS supervised times. TheirCare is our Out of School Hours onsite provider, operating from 7.00am in the morning and until 6pm in the afternoon. Families are encouraged to contact TheirCare on: 0447 717 055 for more information about the before and after school care facilities available to our school.

### 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.

## Yard duty zones

The designated yard duty areas for our school are:

Zone	Area
Zone 1 – Yellow (Year 3 – 6 students)	<ul style="list-style-type: none"> <li>Wetlands side of the school grounds,</li> <li>Senior playground,</li> <li>Rear of school including Amphitheatre and toilet areas.</li> </ul>
Zone 2 – Green Common Zone for all students – lawned areas and seating in front of school.	Front of school including; <ul style="list-style-type: none"> <li>netball courts,</li> <li>Senior basketball courts,</li> <li>Junior basketball court-orange</li> <li>F-2 playground and sandpit</li> </ul>
Zone 3 - Red	<ul style="list-style-type: none"> <li>Oval (shared space F-6)</li> </ul> F-2 only: <ul style="list-style-type: none"> <li>sensory playground (rear of school)</li> <li>Junior Toilets.</li> </ul>
Pink areas	<ul style="list-style-type: none"> <li>Out of bounds at all times</li> </ul>
Blue Area – Junior Quiet Space	Education Support staff to supervise and seek assistance of a teacher if needed.  Quiet activities are provided.



## **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Individual safety/hi-vis vests will be provided for each staff member.
- carry a yard duty first aid bucket with basic equipment and supplies for first aid.
- Be familiar with the information contained within the yard duty bucket, including specific first aid requirements and the restorative conversation on the front of the bucket.

## **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 to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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)
- ensure students remain in their designated year level zones
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- remind students of behaviour expectations in line with the school values of Safety and Respect and follow behaviour support strategies as outlined in the Behaviour Response Flowchart
- 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, 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 organise a yard duty swap with another staff member or contact the Principal 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 Principal 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 send a message or call to the office 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 break times.

## 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, 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

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

Beechworth Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site.

Where students are learning from home, parents are responsible for the appropriate supervision of students accessing virtual classrooms:

- student attendance will be monitored by the school
- 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 for further information.

## 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 the Wellbeing and Engagement Officer 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:

- Available publicly on our school's website (or insert other online parent, carer, student communication method)
- Included in staff induction processes and annual staff training
- Will be available on the Beechworth Primary School website
- Hard copy available from school office upon request

## RELATED POLICIES AND RESOURCES

The following school policies are also relevant to this policy:

- Child Safety Policy
- BPS Child Safety Code of Conduct
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Visitors Policy
- Duty of Care Policy
- Inclusion and Diversity Policy

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

## 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](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	8 May 2024
Approved by	Principal – Susan McDonald
Next scheduled review date	January 2026

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 arrangements.