

# YARD DUTY AND SUPERVISION POLICY

## BERWICK CHASE PRIMARY SCHOOL



Interpreters are available. Please do not hesitate to contact the office on 9707 7799.

### PURPOSE

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

### SCOPE

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

### POLICY

Appropriate supervision is a vital 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 a well-organised system of supervision and yard duty during school hours, before and after school, and on school excursions, 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 to identify and mitigate risks to child safety.

#### **Before and after school**

Berwick Chase Primary School's grounds are supervised by school staff from 8:50 am until 3.45 pm. Outside these hours, school staff will not be available to watch students, and all students are expected to be collected as close to 3.30 as possible.

Parents and carers should only allow their children to attend Berwick Chase Primary School during these hours. Families are encouraged to contact Team Kids at **0439 204 449** or refer to <https://teamkids.com.au/venues/berwick-chase-primary-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.

Suppose a student can only be collected after supervision finishes at the end of the day. In that case, 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 the Department of Health and Human Services (Child Protection) to arrange for the student's supervision, care, and protection.

### Yard duty

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

The principal or assistant principal is responsible for regularly preparing and communicating the yard duty roster. At Berwick Chase Primary School, school staff will be designated a specific yard duty area to supervise.

### The designated yard duty areas for our school:

AREA	
Front of school	Includes the front of the school area (View Grand Drive side) from the end of the main building along the front path and the sandpit area. This area also includes the supervision of the barbeque area and the grassed area in front of the gym before the staff carpark. The staff carpark and area around the OSHC building are <b>out of bounds</b> .
Junior playground/explore the garden.	Includes the junior playground, fake grass area, sandpit area and the supervision of the portable toilet block. This area consists of the explore garden when open. The area in front of the portables along Bridgewater Blvd is <b>out of bounds</b> .
Junior basketball court (P-4)/senior playground	Includes the hard court/basketball court in front of the Science room and the senior playground. Includes supervision of the walkway between the main building and portable 34 and 35.
Trees/portables	Includes the walkways around the portables in front of the Art room. Also provides supervision of the bike shed area and the

	<p>trees/grassed area between the bike shed and basketball courts.</p> <p>The hill near the kinder is <b>out of bounds</b>.</p>
Basketball courts/stage	Includes the two basketball courts, the hard courts in front of the stage, the canteen area, gym toilets, and the walkway around the hub.
Oval ( <b>prep 3</b> )/oval playground	Includes the school oval and the out-of-bounds trees/area behind the OSHC building. Provides for the supervision of the oval playground. <b>Area in back corner behind the trees of oval is out of bounds.</b>
New oval ( <b>grade 4-6</b> )	Includes the areas from the gate to the oval pathway and inside the fenced area of the oval. Students should only be on the path around the oval that is in <b>bounds</b> .

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored on hooks on the wall in the staffroom. School staff should always carry their mobile phones when calling the school number 9707-7799, press 9, which will take you straight through to reception. They should also carry the relevant first aid bag for each area. **Students should not carry this bag. A student should not wear the vest.**

**Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher or until every student has left your site at the end of your duty.**

**Call the office if not replaced – do not leave area.**



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 by any relevant disciplinary measures set out in our school's *Student Engagement and Wellbeing* policy.
- address any issues concerning vulnerable groups of students regarding, for example, racism or gender slurs with immediacy and seriousness. Log any incidents of such nature on Sentral.
- ensure that students who require first aid assistance receive it as soon as practicable.
- log any incidents or near misses as appropriate, i.e. on Sentral, if a physical altercation has happened this must be logged and brought to the attention of the leadership team
- At the designated time of duty changeover, a brief but adequate verbal 'handover' is given to the following staff member about any issues that may have arisen during the first shift.
- 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; if not, please direct them off the grounds or to the office
- ensure students remain in their designated year-level zones, i.e. ovals and hardcourt areas.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Assistant Principal/Lead teacher in charge of Yard Duty Supervision for the day 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 front office for assistance. They should only leave the designated area once the relieving staff member has arrived in the designated area.

Suppose a relieving or next staff member does not arrive for yard duty. In that case, the staff member on duty should ring the front office, ask for a replacement, and only leave the designated area once 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.

All staff are responsible for ensuring that out-of-bounds areas are communicated to students and should insist that students leave the area between, in front and behind portables during break times.

## **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 contact their teaching partner, year-level coordinator or Assistant Principal. The teacher should wait until another staff member has arrived at the classroom to supervise the class before leaving.

## **Wet/hot day timetable supervision**

Students must be supervised in the classrooms if a wet or hot day timetable is called. Teachers can buddy up with the class next door to accommodate this supervision. For example – one teacher supervises half of recess or lunch, and the other teacher supervises the other half.

If in a portable – students need to be always in a teacher’s sight, so dividers or doors must be opened. If this is not possible, students must be supervised on one side of the classroom/portable. A teacher should not be moving from one side of the mobile to the other via the office as this does not provide sufficient supervision.

There should be no time in which students are supervised in a classroom.

## **School activities, camps, and excursions**

The principal and leadership team ensure that students are appropriately supervised during all school activities, camps, and excursions, including when external providers are engaged to conduct part or all activities. Appropriate supervision will be planned for special school activities, camps, and tours on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

### Digital devices and virtual classroom

Berwick Chase follows the Department’s Cybersafe and Responsible Use of Technologies Policy concerning the supervision of students using digital devices.

If any Berwick Chase Primary School student participates in remote and virtual learning from home:

- parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:
- student attendance will be monitored via a check-in (as per individual circumstance) and via Sentral
- our usual processes will manage any well-being or safety concerns for the student – 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 with disability or other different needs. In these cases, the principal or delegate will decide on additional roster staff as required. This may include being on yard duty, in the classroom, or during school activities.

### **FURTHER INFORMATION AND RESOURCES**

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

### **COMMUNICATION**

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

- Available publicly on our school's website
- Included in staff induction processes and staff training.
- Included in staff handbook/manual.
- Discussed at staff briefings/meetings as required.
- Hard copy available from school administration upon request

### **Review**

Policy last reviewed	April 2024
Approved by	Principal
The next scheduled review date	April 2026

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