



YARD DUTY AND SUPERVISION POLICY

Botanic Ridge Primary School understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

PURPOSE

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

SCOPE

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

POLICY

All staff participate in Botanic Ridge Primary School's yard duty roster and school supervision requirements and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

Botanic Ridge PS school grounds are supervised before school at 8:30 am until 8:45 am. After school from 3:00 pm to 3:15 pm. Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents and carers will be advised through a notification on our school website, reminders through Compass and in our enrolment Information handbook that they should not allow their children to attend Botanic Ridge Primary School outside of these hours. Families will be encouraged to contact Lisa Vandenbosch on 5992 7900 or refer to <https://theircare.applynow.net.au/> 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 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 (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

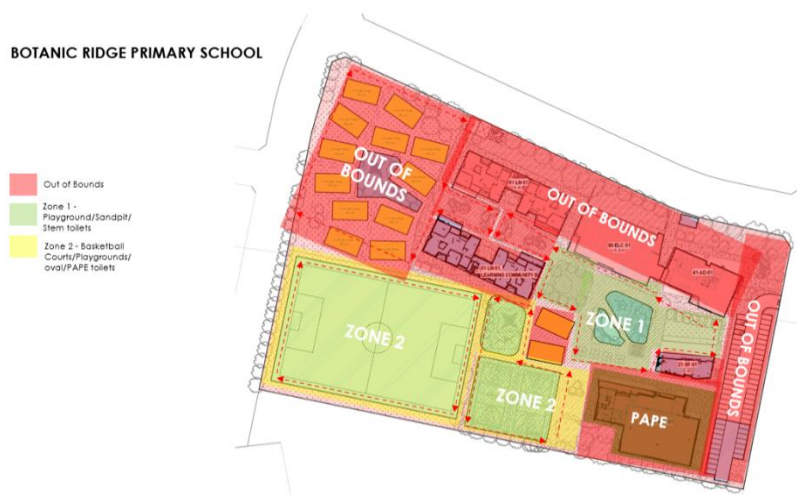
Yard duty

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

The Principal & or the Timetable manager is responsible for preparing and communicating the yard duty roster on a regular basis. At Botanic Ridge Primary School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

Zone 1	Sandpit, Junior playground, Pavilion toilets, synthetic grass near flagpole and in between PAPE & Specialist pavilion. GREEN
Zone 2	Senior playground, basketball courts, PAPE toilets and playing field. YELLOW



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
- 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
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy
- 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 (for example, where the shift is 'split' into 2 consecutive time periods), 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 contact the Principal or Assistant 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 or Assistant 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 to the office/call Principal or Assistant Principal, 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 recess or lunchtime.

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 the closest teacher within the learning community or the PLC Coordinator for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Children leaving the classroom should do so in pairs.

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.

Digital devices and virtual classroom

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

Botanic Ridge 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 by the class teacher if it is a whole class activity or by the Principal or Assistant Principal in the conference room.

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



- student attendance will be monitored during the WebEx sessions by the teacher
- 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 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.

COMMUNICATION

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Available as a hard copy upon request from the office

Information for parents and students on supervision before and after school is available on our school website and through Compass

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	25 th October 2021
Approved by	Principal
Next scheduled review date	October 2022

This policy will also be updated if significant changes are made to school grounds that require a revision of Botanic Ridge Primary School’s yard duty and supervision arrangements.