



# Yard Supervision

5B.1 Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Coburg SDS, 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

Coburg SDS's grounds are supervised by school staff from 8.50am until 3.30pm. Outside of these hours, school staff will not be available to supervise students

Students still at school after that time will be brought to the school office by their teacher and parents contacted.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Coburg SDS outside of these hours.

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/carers 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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

## Yard duty

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

The team leaders are responsible for preparing and communicating the yard duty roster on a regular basis. At Coburg SDS, school staff will be designated a specific yard duty area to actively supervise based on areas of the school grounds including The Rocks area, Bikes duty, the trampoline and the yard.

### Yard duty equipment

School staff must:

- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the team leaders classroom.
- Be familiar with the yard duty information pack containing student health and safety information stored in the yard duty first aid bag.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

### 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
- 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)
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on XUNO.

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 contact their team leaders 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 their team leader **but** should not leave the designated area until the relieving staff member has arrived in the designated area.

If the supervising staff member does not arrive for yard duty, the staff member currently on duty should contact their team leader 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 front office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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 [Excursions Policy](#).

## 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.

## Workplace learning programs

When students are participating in workplace learning programs, such as structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [Work Experience](#)
- [School Community Work](#)

## 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

- Included in staff induction processes
- Discussed at staff briefings, meetings or via email, as required
- Included in our staff handbook
- Made available in hard copy from school administration upon request

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](#)
  - [School Community Work](#)
  - [Structured Workplace Learning](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)
  - [Work Experience](#)

## POLICY REVIEW AND APPROVAL

Approval

<b>Created date</b>	<b>7/3/2023</b>
<b>Consultation</b>	Staff and School Council – March 2023
<b>Endorsed by</b>	Warren Tofts Principal
<b>Endorsed on</b>	10/3/2023
<b>Next review date</b>	March 2025

This policy will also be updated if significant changes are made to school grounds that require a revision of Coburg SDS's yard duty and supervision arrangements.