



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 98594258.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Balwyn North 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

Balwyn North Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Before school, between 8:45am and 9:00am, two staff members are rostered to supervise the lower and upper areas of the school. At the 8:50am bell, students can enter buildings and classrooms, where classroom teachers will be on duty to supervise students.

Students are supervised in the lower and upper areas of the yard between 3:30pm and 3:45pm. If students have not been collected by the 3:45pm bell, yard duty teachers will take students to the main office for collection by their parents.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Balwyn North Primary School outside of these hours. Families will be

encouraged to contact Their Care on 0499 555 769 or refer to [www.theircare.com.au](http://www.theircare.com.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 teaching staff at Balwyn North Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser (Assistant Principal) is responsible for preparing and communicating the yard duty roster on a regular basis. At Balwyn North 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 as at Term 4, 2022 as outlined below. In Term 1 of each year, an additional staff member may be added to the Foundation playground as needed.

<b>Zone</b>	<b>Area</b>
Zone 1	Upper playground area
Zone 2	Middle area of school
Zone 3	Lower playground area (including basketball courts and oval)

### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Each staff member will be provided with their own Safety/hi-vis vest. Relief teaching staff will be provided with a safety/hi-vis vest at the office.

- carry a yard duty first aid bag at all times during supervision. Each staff member will be provided with their own personal first aid bag. Relief teaching staff will be provided with a first aid bag at the office.
- Be familiar with the yard duty information pack containing student health and safety information attached to their first aid bag.
- Model appropriate sunsmart behaviour to students by wearing a sunsmart hat in line with policy.

Yard duty equipment should be kept in good working order. Staff members should contact the office for replenishment of supplies.

### **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)
- where appropriate, ensure students remain in their designated year level zones (eg. Foundation students at beginning of year)
- 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 [i.e. on Compass].

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 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 previous shift.

If the supervising staff member is unable to conduct yard duty at the designated time, they should firstly organise a swap of sessions with another staff member or secondly contact the Daily Organiser (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 Daily Organiser (Assistant Principal) but should not leave the designated area until the relieving staff member has arrived in the designated area. If they are unable to contact the Daily Organiser, the staff member should contact the school office.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message 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 recess or lunchtime.

At the conclusion of after school yard duty, staff will take students not collected by parents to the school office.

### 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 office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

If students are needing to leave the classroom at any given time, including going to the toilet, taking a message to the office or going to another classroom, they should be sent in a pair.

If students are taking another student to the office (eg. going to sick bay or early departure) or to another teacher's classroom they should go in a group of three to avoid students travelling alone when returning to class.

### School activities, camps and excursions

The Principal and school 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

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

Balwyn North 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 within a learning space by an allocated teacher.

### 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.

### Other areas requiring supervision

Students moving to a specialist class will be supervised by a specialist teacher (except where other arrangements have been made between the classroom and specialist teacher). Students will not be permitted to move between learning spaces unsupervised.

At times, learning areas such as classrooms, the library or the music room may be open for students to use at lunchtime. Students will not be permitted in these areas without the supervision of a member of staff.

When students need to use the toilet during class time, students should always be sent in pairs.

## COMMUNICATION

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Referenced in the staff manual
- Made available in hard copy from school administration upon request
- available in the School documents section of the Compass portal

Information for parents and students on supervision before and after school is available in regular parent reminders in the school bulletin.

## 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	25th October 2022
Approved by	Principal
Next scheduled review date	October 2024

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