

## BRIGHTON BEACH PRIMARY SCHOOL



# BBPS Yard Duty and Supervision Policy

### PURPOSE

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

### SCOPE

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Brighton Beach Primary School (BBPS), including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

### POLICY

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

BBPS's grounds are supervised by school staff from 8:45am until 9:00am in the morning, and 3:30pm until 3:45pm in the afternoon. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be available to supervise both Windermere and Exon Playgrounds.

Parents and carers should not allow their children to attend BBPS outside of these hours. Families are encouraged to contact Their Care [link] 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 student will be placed in before care, and the parents contacted.

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 below.

## Yard duty

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

The assistant principal is responsible for preparing and communicating the yard duty roster on a regular basis. At BBPS, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are:

Zone	Area
Zone 1	Windermere Oval and Playground (pink)
Zone 2	West Playground (green)
Zone 3	Exon Playground (blue)



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Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

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, in accordance with the Student Wellbeing Plan.
- ensure that students who require first aid assistance receive it as soon as practicable
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next 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 due to a pre-planned reason (e.g. professional development, excursion), it is his/her responsibility to swap duties. It is the responsibility of the CRT phone coordinator to ensure all duties are covered for staff unable to conduct yard duty due to personal leave (E.g. illness). Any permanent changes to the yard duty timetable must be approved by the Assistant Principal.

If a relieving staff member or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the Administration Office and not leave the designated area until 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.

### **Classroom**

The classroom teacher is responsible for the supervision of all students in their care during class. Students must be in line of sight at all times, including when working in break out spaces outside of the classroom.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact his/her teaching partner for assistance.

### **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 activities.

Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

For camps and excursions, the teacher must ensure that the venue and transport adhere to DET guidelines. Students need to be counted on and off transport and at other times on a regular basis whilst on excursion or camp activities.

Teachers should be aware that an incursion with an external provider does not absolve supervision duties of the teacher.

If crossing the road, students are to use designated crossing points. Staff are to walk to the middle of the crossing to ensure visibility and orderly crossing. Other attending staff are to control the follow of students across the road.

## FURTHER INFORMATION AND RESOURCES

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

## COMMUNICATION TO STAFF

All staff will be informed of their legal requirements via:

- A copy of this document will be provided to each member of staff at the commencement of the school year.
- A copy of this document will be made available via the school website.
- New staff will be informed of their supervision responsibilities as part of the school Induction Program.

## REVIEW CYCLE

This policy was last updated on January, 2020 and is scheduled for review on January, 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of BBPS' Yard Duty and Supervision Policy.