



# Yard Duty and Supervision Policy

Barwon Valley School is committed to the safety and wellbeing of all children and young people and has zero tolerance for child abuse. (Child Safe Standards)



## Help for non-English speakers

If you need help to understand the information in this policy please contact Barwon Valley School: 5243 1813

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Barwon Valley 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.

The Leading Educational Support Officer is responsible for preparing and communicating the yard duty roster on a regular basis. All staff at Barwon Valley School are expected to assist with yard duty supervision and will be included in the weekly roster.

The designated yard duty areas for our school

Areas - Senior	Areas - Junior
Main Clubs x 2 Play Courtyard B21	yard Clubs x2 Bikes J2 Courtyard

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored with yard duty backpacks.

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
- encourage and model to students play with various pieces of equipment or resources
- model school rules and expectations to support student behaviour. Staff are to acknowledge students following the school rules with a 'good one' and explicitly state why they are receiving it to reinforce positive behaviour
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on COMPASS
- Ensure that a brief but adequate verbal 'handover' is given to the yard duty staff or classroom staff if required. If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the leading ES office with as much notice as possible prior to the relevant yard duty 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 Administration but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a staff member does not arrive for yard duty, contact the office and not leave the designated area until the 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should inform their ES and if requiring covering contact Administration for assistance. If required the teacher should wait until another staff member has arrived at the classroom to supervise the class prior to 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 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.

### **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
- Made available in hard copy from school administration upon request
- Discussed at staff briefings or meetings, as required

#### **FURTHER RESOURCES**

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

#### **REVIEW CYCLE AND EVALUATION**

Policy last reviewed	September 2022
Approved	Principal
Next scheduled review date	September 2025

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