



Brunswick South-West
Primary School

Brunswick South West Primary School

YARD DUTY AND SUPERVISION POLICY

PURPOSE

To ensure school staff at Brunswick South West Primary School (BSWPS) 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 BSWPS, 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

BSWPS'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 and after school - during the periods 8.45-9.00am and 3.30-3.45pm - school staff will be available to supervise around the Red and Grey brick buildings. The playgrounds will *not* be supervised by teachers before and after school. Students may only play on the playgrounds if they are supervised by a parent/carer, or they are enrolled in Camp Australia.

Parents and carers must accompany and supervise their children if they attend the BSWPS grounds before 8.45am or after 3.45pm. Families are encouraged to contact Camp Australia on 1300 105 343 or refer to www.campastralia.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 a nominated 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 alternative arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominated 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 the 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 BSWPS 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 BSWPS yard duty roster on a regular basis. School staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for BSWPS (as at Term 1, 2022) are:

Area number	Area
Area 1	Red Brick
Area 2	Grey Brick
Area 3	Gaga pit and playground
Area 4	Oval



In addition to these areas, an Education Support staff member will supervise the rope playground in Break 1. Students in Foundation to Year 2 will only be allowed on the rope play during Break 1, or when supervised by the class teacher.

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored on hooks in front of First Aid.

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:

- move methodically around the designated zone. Area 1 walks in a clockwise direction around the red brick building, hall and through the kitchen garden. Area 2 walks in a clockwise direction around the inside and outside of grey brick buildings, including along the South Daly Street fence-line and behind the canteen area. Area 3 walks along the fence-line of the laneway and northern edge of the school bordering Moule Street, including behind the year 5/6 portables, returning regularly to the playground and gaga pit. Area 4 walks around the oval, including the fence-line from Jordan Street to Moule Street and along the Moule Street fence-line.
- 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 and Wellbeing* 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 two 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, they should contact the 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 Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next 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 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their buddy teacher for assistance. If the buddy teacher is unable to supervise the class, the

teacher should contact the Principal or Assistant Principal. The teacher should then 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.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library:
 - [Supervision of Students](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy was last updated on 17 February 2022 and is scheduled for review in February 2023. This policy will also be updated if significant changes are made to school grounds that require a revision of Brunswick South West Primary School's Yard Duty and Supervision Policy.