



# Yard Duty Supervision Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact Black Hill Primary School.

### **Purpose:**

To ensure the school has active and vigilant supervision of students in the school yard.

To ensure staff understand their supervision and yard duty responsibilities as it is a requirement of the school's duty of care.

To provide a happy, safe and secure environment.

### **Scope:**

This policy applies to all teaching and non-teaching staff at Black Hill Primary School, including education support staff, casual relief teachers and visiting teachers.

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.

### **Implementation:**

- Education support staff can undertake supervision of students in the yard where a member of the teaching staff is ultimately the staff member responsible for students.
- Full time teaching staff are entitled to a 30-minute unpaid break during the day without student supervision.
- A roster system will be used to timetable staff members for yard supervision.
- Yard supervision will include before school, recess and lunch breaks, and after school.

### **Before and after school**

Our school grounds are supervised by school staff from 8:40am until 3:45pm. Outside of these hours, school staff will not be available to supervise students. Before and after school, school staff will supervise the school gates at Chisholm Street, Sherrard Street and Edwardes Street.

- Parents will be informed regularly through the newsletter, Compass and Facebook page that staff members are not rostered to take yard duty until 8:40am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will also be informed that staff members will not be rostered to undertake yard supervision after 3.40pm Monday and Tuesday and 3:45pm Wednesday to Friday. Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still in or about the school yard after that time will be brought to the school office by the supervising teacher and parents contacted.

### Yard duty

- All staff at Black Hill Primary School are expected to assist with yard duty supervision and will be included in the yard duty roster. The yard supervision roster will require staff members to undertake yard duty for half of recess or half of lunchtime, or before or after school on specific days.
- A teacher in the EXPERIENCED/LEADING TEACHER range will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members in consultation with the Assistant Principal.
- The Principal/Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis through the Daily Happenings on Compass.
- The roster will require a minimum of five staff members on duty at recess and lunch time with the responsibility for supervising a designated area of the school. When students are out of the school for sporting events, excursions and camps, the yard duty roster will be modified to cater for students back at school and placed on Compass in the Daily Happenings.

### Yard duty zones

The designated yard duty areas for our school:

Zone	Area	Responsibility and expectations
Zone 1	Oval	Students are to remain within the oval boundaries and must not play on the banks. This area is out of bounds before school. Ball games involving both throwing and kicking may be played on the oval. Please advise students to play with sports equipment rather than sticks and stones. Students are not to play with sticks or dig on the oval.
Zone 2	Buildings East	Duty teacher must check the Gym toilets and roam around the canteen and buildings near the oval steps. This is a 'walking only' area. Ball games are not played within this area except on the four-square courts. Teachers have building passes in their yard duty bag should students need to go inside for any <b>urgent</b> reason during recess and lunch. Stay out of all buildings at recess and lunch times.
Zone 3	Buildings West	Duty teacher checks the Learning Centre and Prep toilets and roams around the sandpit and 5/6 entrance area and toilets. Students are not permitted to play beyond the admin office. The front of the school is out of bounds for students during recess and lunchtimes. Sticks may be used to build cubbies in the area between the sandpit and Sherrard Street fence. This is the only area where sticks may be played with.
Zone 4	Grass East	Duty teacher roams the 3/4 playground and the tennis court and perimeter. The playground equipment is for climbing on only. The Spider web is only to be used by the 3/4 students. Ball games can be played on the tennis court, 4 square courts, rebound walls.
Zone 5	Grass West	Duty teacher roams the 1/2, 5/6 and Prep playgrounds and down to the kindergarten fence and also to check the Atrium toilets. Students must play on their designated playground equipment. There is to be no jumping from equipment. No kicking balls in grass area.
Zone 6	Passive Play	Students must find passive activities to undertake whilst in the Passive Play area within the Learning Centre. An attendance book must be kept of students who attend.



**School staff must:**

- wear a high visibility vest while on duty (Yellow- teaching staff, orange-classroom ESS, blue-admin ESS, pink-leadership and green-maintenance staff.
- Staff will wear broad brim hats between September and May each year in line with the Sun Smart Policy.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bags are stored in the sick bay in the admin building containing basic first aid supplies, tissues, students at risk register, behaviour expectations matrix, pencil, pad and emergency (first aid and ambulance) and buildings pass cards. Please **do not** send children with minor injuries to the office. Use Band-Aids as needed and have students walk with you if they require TLC. Serious injuries must be sent to the office.
- yard duty bags 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 in all areas, including the toilets
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have signed in
- 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 Plan
- ensure that students who require first aid assistance receive it as soon as practicable utilising the First Aid card
- log any incidents or near misses as appropriate on Compass

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 the Assistant Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made. Any yard duty changes or swaps must be recorded on Compass on the daily Happenings.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office, but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office or call the Assistant Principal, and not leave the designated area until a relieving staff member has arrived.

Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members in consultation with the Assistant Principal.

Students may enter their classrooms during recess and lunch time if they collect a 'buildings pass' from the yard duty teacher for reasons such as getting their asthma pump, food and clothing.

**Classroom**

The classroom teacher is responsible for the supervision of all students in their care during class times. If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their teacher buddy and/or Administration office staff 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 and Training [Excursions Policy](#).

### **Digital devices and virtual classroom**

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

In the instances where students are required to participate in remote learning from home, parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored through Seasaw and Google classroom.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

### **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. This supervision is recorded on the school's Daily Happenings on Compass.

### **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 working in shared learning spaces such as the Library and withdrawal rooms, they must be in line of sight of a teacher at all times, with the teacher responsible checking in regularly with them.

Students going to the toilets during class time must go with a class peer. Students with additional needs will be escorted the toilets with 1-1 adult assistance and monitoring.

## **COMMUNICATION**

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

- Included in staff induction processes
- Included in our staff and family handbooks
- Included in our school newsletters and on the school website
- Made available in hard copy from school administration upon request

- Discussed at staff briefings or meetings, as required
- Discussed at School Council meetings as required

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

## POLICY REVIEW AND APPROVAL

### EVALUATION:

This policy is to be reviewed as part of the school's **two-year** review cycle.

<b>Created date</b>	<b>November 2016</b>
<b>Consultation</b>	Staff, Parents, School Council Policy Sub-Committee
<b>Endorsed by</b>	Black Hill Primary School Council and school principal
<b>Endorsed on</b>	July 2023
<b>Next review date</b>	July 2025

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