

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 Bayside Special Developmental School , 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

Bayside Special Developmental School 's grounds are supervised by school staff from 8:50am until 3pm Outside of these hours, school staff will not be available to supervise students. Parents and carers should not allow their children to attend Bayside Special Developmental School outside of these hours.

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
- 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 classroom staff at Bayside Special Developmental School are expected to assist with yard duty supervision.

The principal or nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Bayside Special Developmental School, school staff will be designated a specific yard duty area to supervise.



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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate
- if being relieved of their yard duty shift by another staff member, 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 needs to leave yard duty during the allocated time, they should contact the teacher in charge or department leader 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 and not leave the designated area until a replacement staff member has arrived.

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 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

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

REVIEW CYCLE

This policy was last updated on July 2019 and is scheduled for review on July 2021

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

