



POLICY	YARD DUTY AND SUPERVISION
DATE	August 2022
SCHOOL COUNCIL ENDORSEMENT	NA
REVIEW DATE	September 2024

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Blackburn ELS 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school supervision

Blackburn ELS, Whitehorse Campus grounds are supervised by school staff from 8:40am until 3:40pm. Outside of these hours, school staff will not be available to supervise students.

- one staff member supervises students in the grounds before school from 8:40 till 9.05am.
- two staff members supervise students in the grounds after school from 3.20 to 3.40pm.
 - one staff member supervises students at the bus stop area in Bonview Crescent, specifically the line-up of students and movement of students through the school gate and onto the bus.
 - one staff member supervises students in the grounds.

Blackburn ELS, Maroondah Campus grounds are supervised by school staff from 8:40am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

- one staff member supervises before school in the grounds from 8:40 till 9.00am.
- one staff member supervises after school from 3.10 to 3.30pm.

Blackburn ELS, Wodonga Campus is located on the site of Wodonga Middle School Huon Campus (WMYC, Huon Campus) and is incorporated into the WMYC, Huon Campus yard duty timetable. These grounds are supervised by school staff from 8:40am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Parents/guardians/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending a before or after school, pre-arranged, supervised activity. Parent and carers will be advised through the Parent Handbook and at the information sessions for new parents held each term.

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 (primary or secondary) 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/guardians/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.

YARD DUTY

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

The Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Blackburn ELS, school staff will be designated a specific yard duty area to supervise.

Example roster Whitehorse campus

YARD DUTY TIMETABLE TERM 1 2023 Version 3																
	Before School 8.45 - 9.00 Gate 4 (Bonview Cr)	Before School 8.45 - 9.00 Whole School	Recess 1 10.40 - 10.50		Recess 2 10.50 - 11.00		Lunch 1 11.40 - 1.00		Lunch 2 1.00 - 1.15		Lunch 3 1.15 - 1.30		Library 12.50-1.00 1.00-1.30		After School 1 3.10-3.30 Gate 4 (Bonview Cr)	After School 2 3.10-3.30 Gate 4 (Bonview Cr)
			North	South	North	South	North	South	North	South	North	South				
MON	Alice	Mark	Dorothy	Lisa	Aidan	Peery	Nicholas	Joanne	Thia W	Kay	Anella	Jean	Sharon	Spiroka	Jadai	Leah
TUES	Mia	Spiroka	Kay	Michelle	Amy	Jean	Helen	Monika	Dorothy	Sarah C	Sharon	Deb	Anella	Lisa	Stala	Gigi
WED	Lee-Anne	Zara	Aidan	Monika	Peery	Joanne	Dorothy	Michelle	Vicki	Jessie	Sarah C	Gigi			Aidan	Deb
THURS	Sina	Nicholas	Helen	Deb	Thia W	Zara	Stala	Kay	Helen	Angie	Vera	Amy			Peery	Jean
FRI	Hema	Monika	Jadai	Gigi	Nicholas	Michelle	Thia W	Anella	Sarah C	Joanne	Jadai	Catherine			Amy	Sharon

* Hema to check photocopy and print paper in photocopy room, library and office every Monday morning before school



WET DAY/HOT DAY

Before School: Period 1 teachers go to classroom

South YD person - go to building C (secondary)

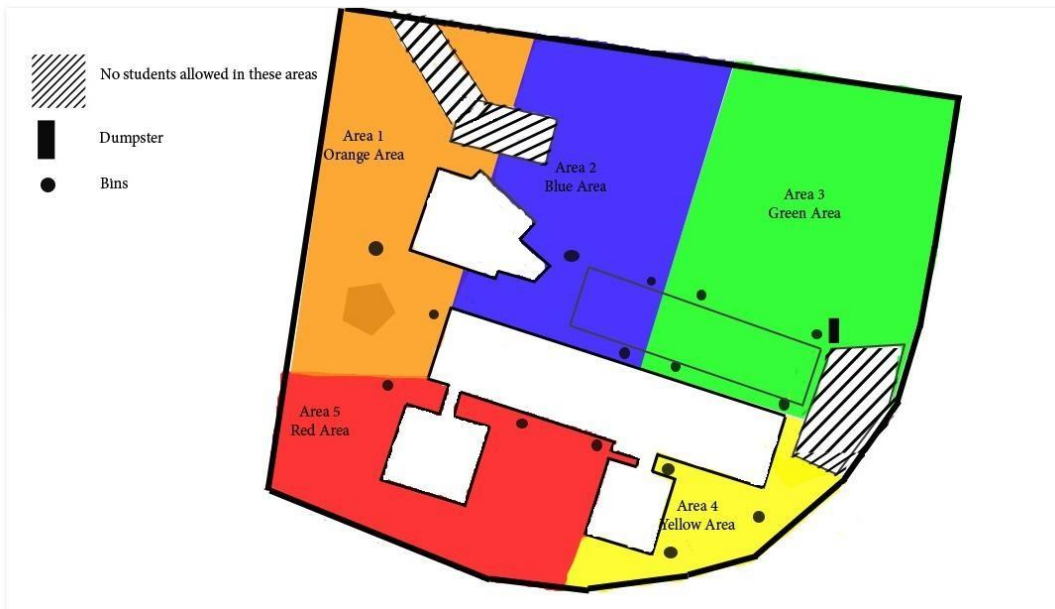
North YD person - go to building A East (carpark end)

Library duty person - go to building A West (library end) at times indicated on bulletin

Check daily bulletin for other wet weather duties



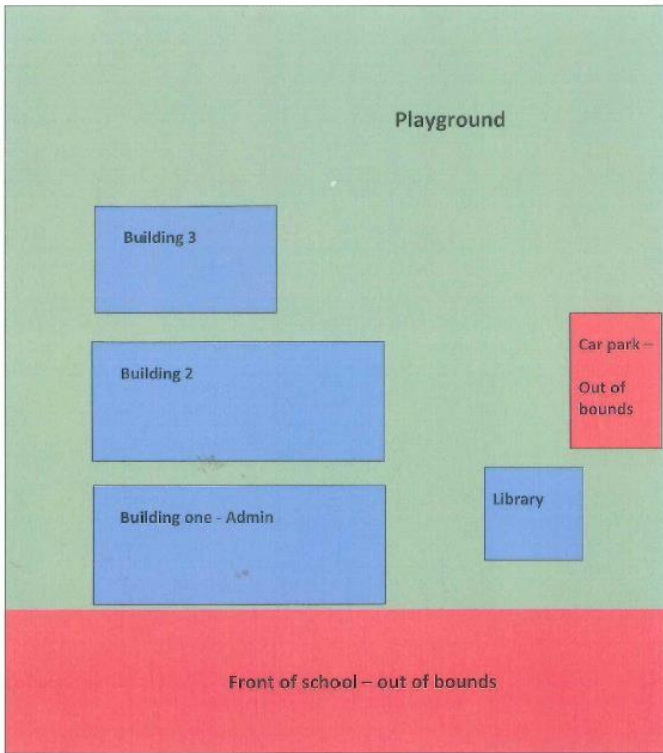
Yard Duty map Whitehorse campus



Example roster Maroondah campus

Day	Before school 8:40-8:50 (10 mins)	Recess 1 10:30-10:40 (10 mins)	Recess 2 10:40-10:55 (15 mins)	Lunch 1 12:35-12:55 (20 mins)	Lunch 1a 12:40-12:55 (15 mins)	Lunch 2 12:55-1:10 (15 mins)	Lunch 2a 12:55-1:10 (15 mins)	Lunch 3 1:10-1:25 (15 mins)	Lunch 3a 1:10-1:25 (15 mins)	After School 3:05-3:20 (15 mins)
Mon	Janet	Keryn	Peter	Lorraine	Penny	Deborah M	Mali	Robert	Tina	Janet
Tues	Victoria	Tina	Niki	Keryn	Ella	Jenny	Sai	Cathryn	Alan	Carly
Wed	Carly	Jenny	Deborah M	Robert	Keisha	Peter	Sai	Niki	Victoria	Cathryn
Thurs	Alan	Peter	Ella	Carly	Alan	Penny	Tluang	Lorraine	John	Keisha
Fri	Niki	Lorraine	John	Jenny	Penny	Cathryn	Ella	Deborah M	Keisha	Keryn

Yard Duty map Maroondah campus



Yard Duty map Wodonga campus



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the school offices

- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the respective campus offices
- Be familiar with the yard duty information pack containing student health and safety information stored [insert location if your school keeps a pack/folder of any information relating to student health and safety such as frequent absconders, parents who pose a serious risk to safety etc, or delete this point if you don't have this kind of pack/folder]

Yard duty equipment 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
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- ensure students remain in their designated sector zones
- 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 policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate [i.e. on Compass –and inform class teacher and sector leaders if necessary].

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), 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 Daily Organiser/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 Daily Organiser/Assistant Principal 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/call Daily Organiser/Assistant Principal, and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

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 the front office/Sector Coordinator/ Assistant Principal 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

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

Blackburn ELS will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in the library common area.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored at every class
- 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.

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.

Student leaving the classroom

If primary students need to use the bathroom they are expected to go in pairs and take a fob from their teacher to access the toilets during class times. For the Wodonga Campus the toilets for primary aged users are internal and are located between the school administration area and the staff room. Wodonga primary-aged students can access the student toilets at all times across the school day.

COMMUNICATION

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

- Included in staff induction processes /Included in the Staff Handbook
- Discussed at staff briefings or meetings, as required
- Information for parents and students on supervision before and after school is available upon enrolment in the Parent Handbook on our school website and parent reminders are sent at the beginning of each term.

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](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Approved by	Principal
Next scheduled review date	August 2024

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