



Burwood East Special Developmental School

Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact school on 03 9803 4590.

At Burwood East Special Developmental School (BESDS), we consider the health, safety and wellbeing of all children and young people to be our highest priority. We strive to ensure the safety and wellbeing of children and young people at our school at all times. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently. We are committed to creating a safe, respectful and inclusive school environment where all students can be happy, confident and resilient, regardless of their sexual or gender identity, cultural background, disability or other circumstances. We take account of the diversity of all children, including the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and vulnerable children.

The majority of students at BESDS travel to and from school by DET funded school transport. Students will be supervised by school staff at all times as they board and alight from school buses. Student transport is electronically tracked on an attendance roll by Crown Coaches staff and the school Transport Coordinator (assistant principal).

BESDS has in place a number of internal policies and procedures in place to respond to specific circumstances and potential risks in schools, including:

- camps and excursions
- First Aid

School staff, parents and students are encouraged to speak to our principal, or leadership team, if you have any concerns about potential risks at our school, or our duty of care obligations.

PURPOSE

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

If you do not understand any aspect of this policy, or you would like to talk about any concerns you have, please contact our school on 03 9803 4590 or burwood.east.sds@education.vic.gov.au

SCOPE

This policy applies to all teaching and non-teaching staff at Burwood East 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

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

Burwood East Special Developmental School (BESDS) understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

BESDS's grounds are supervised by school staff from 9.00 am until 3.10 pm. Outside of these hours, school staff will not be available to supervise students. All staff participate in BESDS yard duty and school supervision requirements and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

The majority of students at BESDS travel to and from school by DET funded school transport. Students will be supervised by school staff at all times as they board and alight from school buses. Student transport is electronically tracked on an attendance roll by Crown Coaches staff and the School Transport Coordinator (Leading Teacher).

Parents and carers will be advised about before and after school supervision through regular reminders in our newsletter. Parents and carers should not allow their children to attend BESDS outside of these hours. Families will be encouraged to contact the school on 03 98034590 for more information about the after school care facilities available in our school community.

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
- place the student in an out of school hours care program (if available and the parent consents)
- 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 Burwood East Special Developmental School are expected to assist with yard duty supervision and will be included in the weekly roster.

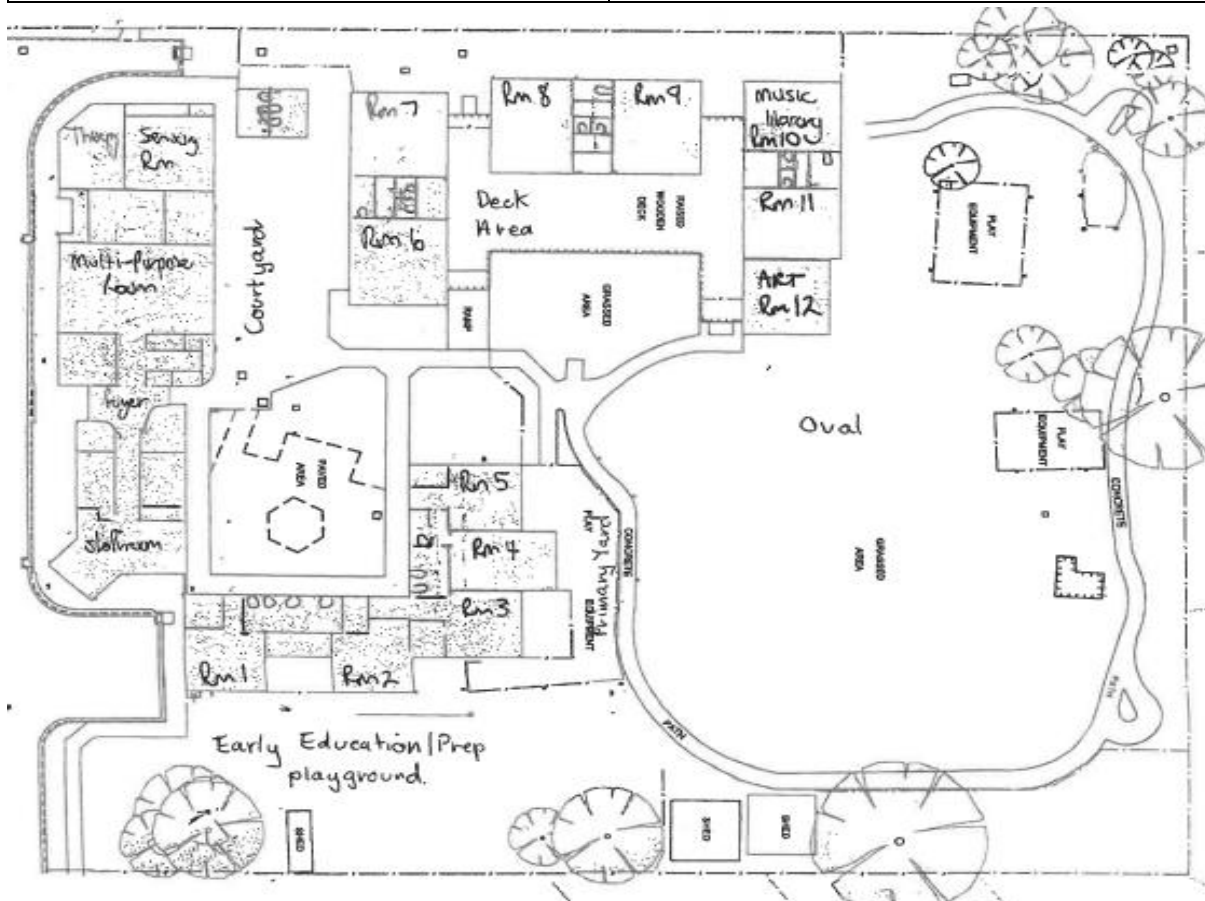
The principal and section coordinators are responsible for preparing and communicating the yard duty roster on a regular basis. At BESDS school staff will be designated a specific yard duty area to supervise.

At BESDS, staff in the Primary Section and the Secondary Section, coordinate their recess break times with their section team leaders, to fit in best with student learning programs and engagement.

Each class has a staff member allocated to support playtime supervision of students, and if additional playtime support is required this is to be communicated to the section team leader.

The designated yard duty areas for our school as at Term 1 2022 are:

Secondary section	Secondary Deck area
Secondary section	Oval
Primary section	Early Education/Prep playground
Primary section	Primary playground
Primary /Secondary section	Courtyard



Yard duty equipment

School staff must:

- carry the yard duty first aid bag at all times during supervision. A yard duty first aid bag will be stored in each classroom.
- Be familiar with the yard duty student health and safety information stored in each classroom, relating to student health and safety and any frequent absconders.

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 another staff member.

During yard duty, supervising 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 signed in (excluding drop off and collection periods)
- ensure students remain in their designated year level 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 Wellbeing and Engagement policy
- make the most of opportunities to explicitly teach desired behaviours
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Edusafe or Compass

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 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 team leader **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 section coordinator or leading teacher, 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/call the leading teacher 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 communicate with the supervising yard duty staff member.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. **Students must be supervised at all times by a responsible adult.** This may be a teacher or an Education Support Staff person.

If a member of the classroom team needs to leave the classroom for a short period they should notify the other staff member in the room, handing over responsibility. The section team leader should be notified so that additional support can be arranged if required.

If a member of the classroom team needs to leave the classroom unattended for an extended time during a lesson, they should in the first instance contact the team leader for assistance. They should make the second contact the leading teacher, the Principal, or the Business Manager in the front office. The staff member should then wait until a replacement staff member has arrived in the classroom before leaving.

School activities, camps and excursions

The Principal and the 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

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

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.

Digital devices and virtual classroom

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

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.

COMMUNICATION

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

- Included in staff induction processes
- Discussed at section meetings, as required
- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2022
Consultation with School Council	28/10/2022
Consultation with School community by newsletter	04/11/2022
Consultation with School community by website	November 2022
Approved by Principal	24/10/2022
Next scheduled review date	2024

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