
YARD DUTY & SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact East Gippsland Specialist School on 5152 5922.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at East Gippsland Specialist School, 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.

Before and After School

East Gippsland Specialist School does not currently have a before or after school care program.

East Gippsland Specialist School's grounds are supervised by school staff from 8.45am until 3:15pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through regular reminders, our school website, and in our newsletter that they should not allow their children to attend East Gippsland Specialist School outside of these hours. Families are encouraged to contact Reception on 5152 5922 for more information regarding these times.

The school must receive permission from a parent/carer before the school will authorise a student to be dismissed to:

- attend an appointment during school hours
- leave with a designated, authorized adult (over 16 years)

Students must be signed in or out of the school, if arriving or departing prior to official time. A record of late arrivals or early departures is to be kept in Reception and completed for all students arriving or departing outside of the official times.

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 Child Protection to arrange for the supervision, care and protection of the student.

The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the Principal/Transport Coordinator who will consider the following:

- the number of students alighting from and boarding the bus at the school
- the age of students alighting from or boarding the bus
- the times of the arrival and departure of the bus(es)
- the location of the pick-up and drop-off points in relation to the other areas of the school
- The student participates in a transition program. Transition programs are individualised to meet student, family and school needs
- whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus

School staff are responsible for the supervision of students as they arrive and depart school via school buses. When school buses arrive students are to walk to their classrooms. Some students may need to be supervised as they move to their classroom.

Yard Duty

Staff at East Gippsland Specialist School are expected to assist with yard duty supervision and will be included in the weekly roster.

Leadership are responsible for preparing, overseeing and communicating the yard duty roster on a regular basis. At East Gippsland Specialist School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school as at Term 3, 2023 are:

Yard	Area
Primary - Softfall	Outside Rooms 1, 2, 3 & 4
Primary Yard	Outside Rooms 5, 6 & 7
Oval & Courtyard	Senior yard
Basketball Court/Swings	Senior yard
Floating	Senior Area
Quiet Space	Room 11

**Please note that there areas are subject to change dependent on school need and at the discretion of the Principal.

Yard duty equipment

School staff must:

Wear a provided safety/hi-vis vest whilst on yard duty. Staff are responsible for storing their vests in either their pigeon holes or in their classrooms.

Casual staff can collect their safety/hi-vis vest from the classroom.

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 staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are given to each staff member at the beginning of the year. Casual staff can get one from the classroom.
- Carry the PBS bag, using the visuals inside and providing feedback to students who are Being Safe, Respectful Learners. (Bags will be found in each classroom)
- Implement and Model PBS practices.
- Actively Supervise – actively scan and move around the designated area ensuring supervision of all students and interact with students whilst doing so.
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- Report any behavioural incidents to Leadership as appropriate
- Log any incidents or near misses as appropriate on EduSafe Plus.
- 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 & Engagement policy*.
- Ensure that students who require first aid assistance receive it as soon as practicable.
- 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)

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 Leadership with as much notice as possible prior to the relevant yard duty shift to ensure alternative arrangements are made.

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

If a relieving staff member does not arrive for yard duty, the staff member currently on duty let Leadership know 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.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

Classroom

The classroom teacher and ES are 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 a member of the leadership team or another teacher in a nearby classroom to assist with providing oversight supervision as ES staff are not to be left solely responsible for the supervision of students without oversight from another teacher or member of the leadership/Principal team.

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

East Gippsland Specialist School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

East Gippsland Specialist School 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 classrooms.

Students Requiring Additional Supervision Support

Sometimes students will require additional supervision, such as students with 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.

Workplace Learning Programs/Transition Programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

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 our staff handbook
- Included on our school website
- Made available in hard copy from school administration upon request

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

Policy last reviewed	August 2023
Approved by	Principal
Next scheduled review date	August 2025

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