

PURPOSE

To ensure 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 Boneo Primary 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

Boneo Primary School's grounds are supervised by school staff between 8.30 am until 3.45 pm. At school dismissal two staff members are designated for bus duty supervision and oval supervision. Outside of these hours, school staff will not be available to supervise students. Parents and carers should not allow their children to attend Boneo Primary School outside of these hours.

Families are encouraged to contact Camp Australia or refer to [Camp Australia](#) for more information about after school care facilities available to 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 the Boneo Primary School out of school hours care program
- 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 staff at Boneo Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal or Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Boneo Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas at recess and lunchtime for our school are:

Zone	Area
Zone 1	Oval
Zone 2	Basketball Court/Playground
Zone 3	Reflection

School staff must wear a provided safety/hi-vis vest and carry a first aid bag whilst on yard duty. Safety/hi-vis vests and first aid bags are stored in the staff room.

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:

- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate procedures outlined in the Boneo Primary School wellbeing plan for breaches of safety rules, in accordance with any relevant disciplinary measures set out in your school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in 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 Principal or 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 Principal or Assistant Principal 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 call the Principal or Assistant Principal 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.

RELATED POLICIES AND RESOURCES

- the Department's Policy and Advisory Library:
 - [Supervision of Students](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

ENDORSEMENT

This policy was ratified by School Council on 17th August 2021.

REVIEW PERIOD

This policy is scheduled for review August 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Boneo Primary School's Yard Duty and Supervision Policy.