



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on (03)9772 3471.

## 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 Bonbeach 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

Bonbeach Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Two staff members will be rostered on for before and after school duty. One staff member will monitor the oval and basketball end of the school grounds and the other staff member will monitor the Learning Centre and Portables area of the school grounds.

Parents and carers should not allow their children to attend Bonbeach Primary School outside of these hours. Families are encouraged to contact TheirCare on 1300 072 410 or [www.theircare.com.au](http://www.theircare.com.au) for more information about the before and after school care facilities available to our school community.

Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:45am each morning. Parents are discouraged from sending their children to school before this time. Students arriving at school before a reasonable time (which the school has determined will be more than 15 minutes) will be sent to the Before School Care Program, and parents charged fees in accordance with the Before School Care Provider Fees Policy.

Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3:45pm each day. Parents are required to make sure that

their children have been collected or have left the school grounds by this time. Students still in or about the school yard after that time (indicated by the 3:45pm bell) will be brought to the school office by the supervising teacher and parents contacted. If parents cannot be contacted, and/or the Office will be unattended, the students will be sent to the After School Care Program and parents charged fees in accordance with the After School Care Provider Fees Policy.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

### **Yard duty**

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

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

The designated yard duty areas for our school as at Term 4, 2021 are:

#### **Before and After School – 8:45-9:00am and 3:30-3:45pm**

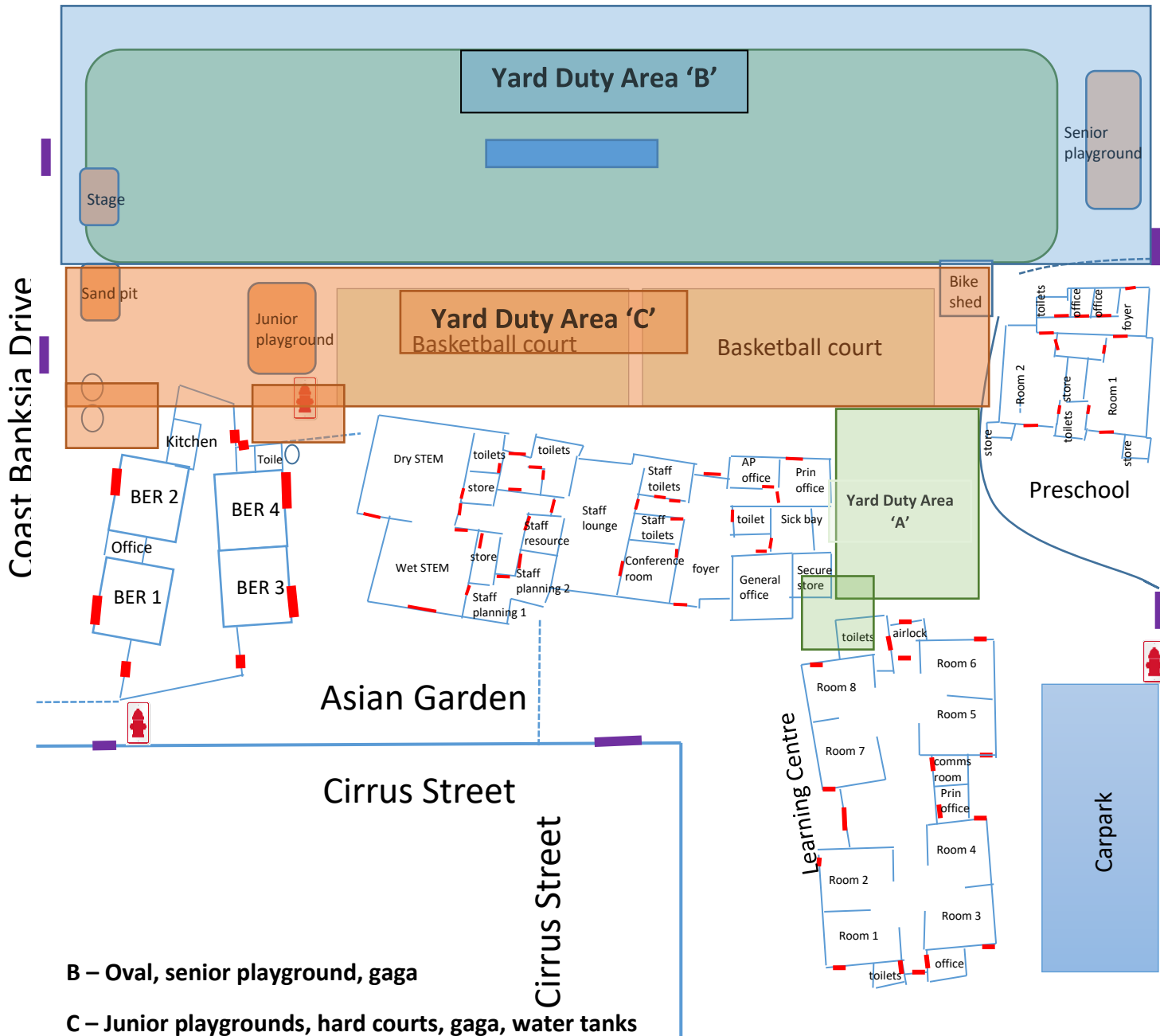
<b>Zone</b>	<b>Area</b>
Zone A	Learning Centre, front of Admin STEM building and Portables
Zone B	Oval, basketball courts and play equipment

#### **During recess and lunch play times – 11:00-11:30am and 1:40-2:30pm**

<b>Zone</b>	<b>Area</b>
Zone A	New play area (near flagpoles, log fort, notched logs), P-2 toilets
Zone B	Oval, including senior playground and GaGa pit
Zone C	Basketball courts, Junior Playground and GaGa pit, 3/4 toilets in Admin/STEM building

# Bonbeach Primary School

## Yard Duty Areas



**B – Oval, senior playground, gaga**

**C – Junior playgrounds, hard courts, gaga, water tanks**

**A – New play space, log fort, gathering space, notched logs (zone boundary ends at the memorial bench seat)**

**Asian Garden – open two lunch times a week when Jade and Amy are in – Term 3 Tuesday and Wednesday**

**\*\*Students dismissed from classrooms and line up at classroom door when the music is playing.\*\***

Yard supervision will include before school (8:45am – 9am), recess (11:00-11:30am), lunch breaks (1:40-2:30 and after school (3:30 – 3:45pm).

School staff must wear a provided hi-vis vest, carry First Aid bumbag containing basic first aid supplies including first aid passes and their mobile phone whilst on yard duty. Each staff member is provided with their own hi-vis vest and bumbags can be collected from the First Aid 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:

- Methodically move around the designated zone.
- 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 the 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 the First Aid book or by alerting the schools Health and Safety Representative.
- 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 (eg. due to appointments or excursions), they should arrange a swap with another staff member or contact the 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 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 contact the office and not leave the designated area until a replacement staff member has arrived.

Staff are to wear hats and sun screen during SunSmart days – 1<sup>st</sup> September to 30<sup>th</sup> April and on days where the UV is 3 or higher.

Staff on yard supervision must approach intruders or unknown people in the yard and contact the office to seek assistance.

Staff members have a legal responsibility to be prompt at arriving at their yard duty location on time, and must ensure that all students have left the yard before completing their roster at the end of recess, lunch and end of day.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

## **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 Principal or Assistant Principal for assistance. The teacher should then 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.

## **Standard of care required by schools**

Principals and teachers are held to a high standard of care in relation to students.

The principal is responsible for:

- provision of suitable and safe premises;
- provision of an adequate system of supervision;
- implementation of strategies to prevent bullying;
- ensuring that medical assistance is provided to a sick or injured student; and
- managing employee recruitment, conduct and performance.

The duty is *non-delegable*, meaning that it cannot be assigned to another party.

## **Communication:**

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Publicly available on the school website
- 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:
  - [Supervision of Students](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)

- [Visitors in Schools](#)

**Review Cycle:**

Policy last reviewed	October 2021
Approved by	Principal and School Council
Next scheduled review date	October 2022

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