



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

This policy applies to all teaching and non-teaching staff at Bonbeach Primary 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 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

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 will be advised through regular reminders in our newsletter that they should not allow their children to attend Bonbeach Primary School outside of these hours. Families will be encouraged to contact TheirCare on 1300 072 410 or www.theircare.com.au for more information about the before and 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
- advise parent/career of the supervision arrangements after school
- 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 Child Protection to arrange for the supervision, care and protection of the student.

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.

Yard duty Zones

The designated yard duty areas for our school as at Term 2, 2022 are:

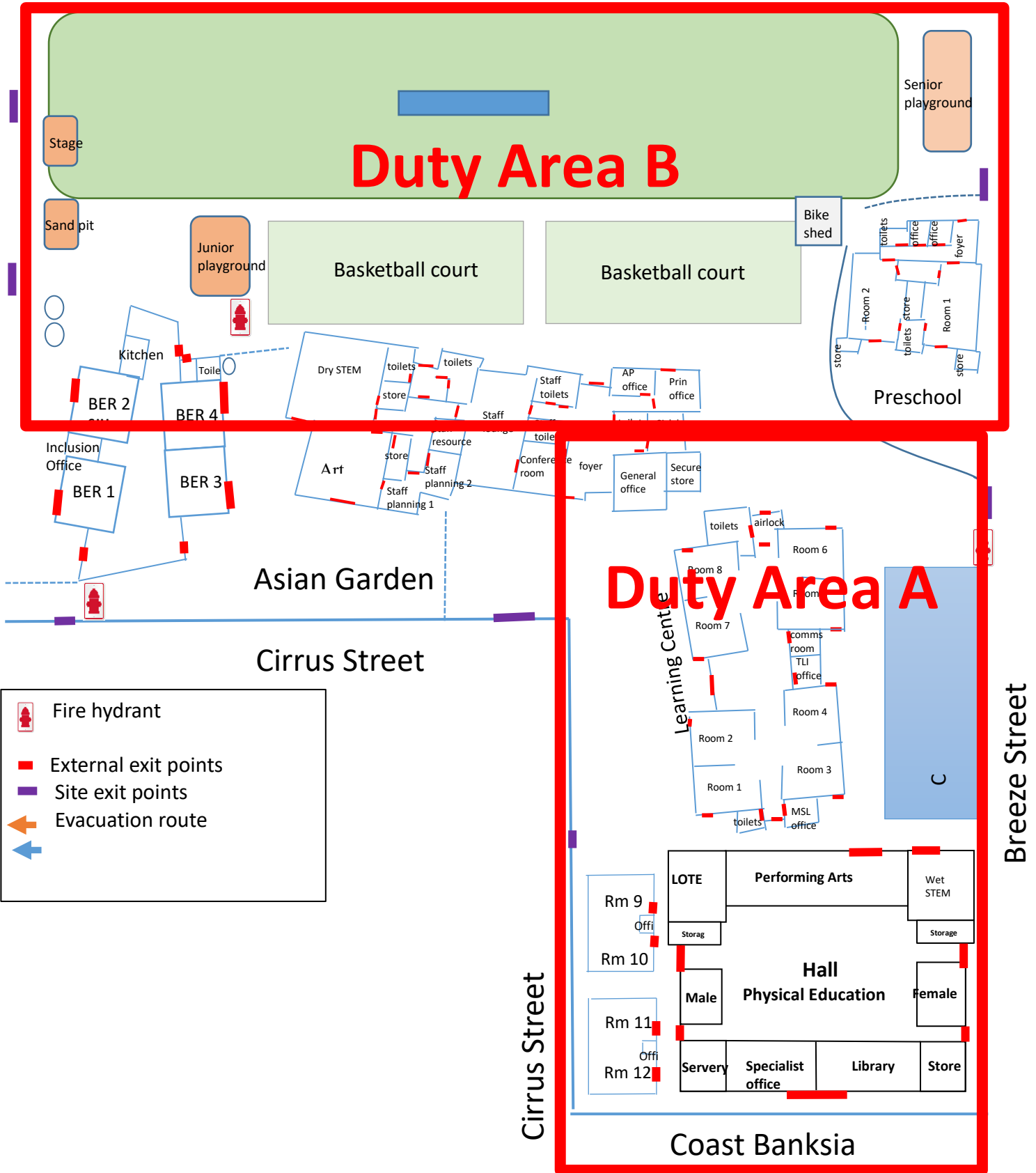
Before and After School – 8:45-9:00am and 3:30-3:45pm

Zone	Area
Zone A	Learning Centre, front of Admin STEM building and Portables
Zone B	Oval, basketball and netball courts and play equipment

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

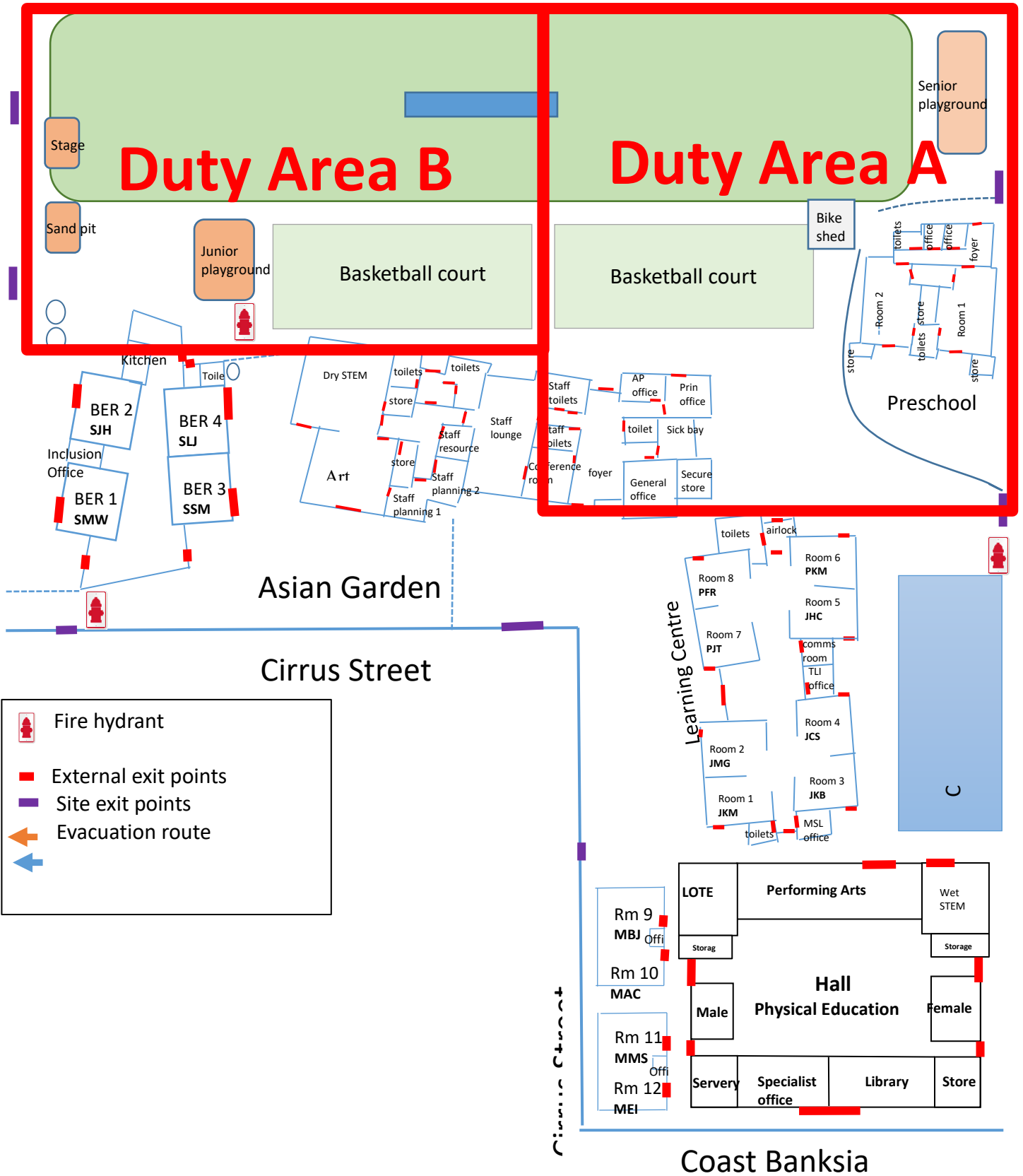
Zone	Area
Zone A	Log fort, netball court P-2 toilets, senior playground and Breeze Street side of oval (3/4 footy goals)
Zone B	Coast Banksia half of oval, sandpit, stage, junior playground, basketball court and GaGa pit

Bonbeach Primary School Yard Duty Areas: Before and After School



Yard supervision will include before school (8:45am – 9am) and after school (3:30 – 3:45pm).

Bonbeach Primary School Yard Duty Areas: Recess and Lunchtime



Yard supervision will include recess (11:00-11:30am) and lunch breaks (1:40-2:30).

Yard duty Equipment

School staff must:

- Wear a provided hi-vis vest whilst on yard duty. Each staff member will be provided with their own hi-vis vest. Spare vest for CRTs will be stored on a hook just outside the door to the First Aid room.
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored on a hook just outside the door to the First Aid room.
- Carry their mobile phone with them whilst on duty.

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

Yard duty Equipment

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:

- 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. As required, the office should be contacted to seek assistance.
- 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 on Compass, 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), 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 (e.g. 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 required to wear hats and sunscreen during SunSmart days (1st September to 30th April) and on days where the UV is 3 or higher.

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.

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 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 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 [Excursions Policy](#).

Digital Devices and virtual classroom

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

Bonbeach Primary 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 the open learning areas or break out spaces.

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

- student attendance will be monitored daily by class teachers
- 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 students 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.

Inclement Weather Supervision

Accompanying the outdoor yard duty roster is an inclement weather roster. This roster is developed by the Assistant Principal and is enacted when the weather conditions outside are considered unsuitable for students and staff.

Inclement weather is defined as extreme heat, rain, lightning, dust, wind, cold or any other condition that is considered by the Principal or Assistant Principal to be unsuitable.

- Where inclement weather is apparent prior to children being dismissed for a recess or lunch break, an announcement will be made by the Principal or Assistant Principal, advising class teachers to follow the inclement weather timetable until further notice.

- In the case of unpredicted inclement weather occurring during a recess break, a yard duty teacher will inform the Principal or Assistant Principal of the possible need to activate the inclement weather timetable. The Principal or Assistant Principal will assess the situation and make the decision to call the children inside, or continue to supervise students outside.

During periods of inclement weather:

- students will be confined to classrooms unless permission has been granted by a teacher to leave temporarily, e.g. toilet break.
- Students will be allowed to undertake appropriate indoor games and activities.
- excursions, camps, scheduled sport, physical education or other outside activities may need to be reorganised or rescheduled.

All staff at Bonbeach Primary School are expected to assist with supervision during inclement weather, and will be included in the inclement weather roster. Staff have been informed that:

- In the event of inclement weather, if you are on duty, including FAO, please cover in your area. Uncovered duty in your area is to be split between staff members within the area e.g. 5/6 teachers & aides to split BER duty. Office staff will cover FOA in the event of an inclement weather roster.

First Aid Office (FAO) Supervision

Accompanying the outdoor yard duty roster is an FAO roster. This roster is developed by the Assistant Principal. Staff are rostered to cover the First Aid Office in the event that students are in need of First Aid during recess and lunchtimes. If rostered on FAO duty, staff are required to be within the administration building during this period so that they are within proximity to the office if required. When students are in the first aid office, Staff are required to remain with students until they are able to return to the yard or classroom.

Communication

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

- Included in staff induction processes
- Shared with staff
- Discussed at staff briefings or meetings, as required
- Publicly available on the school website
- Made available in hard dopy 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](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

Policy Review and Approval

Policy last reviewed	October 2024
Approved by	Principal and School Council

Next scheduled review date	June 2026
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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.