

Yarrabah School

YARD DUTY AND SUPERVISION

POLICY

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Yarrabah 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Yarrabah School's grounds are supervised by school staff from 8.50 am until 3.00 pm. Outside of these hours, school staff will not be available to supervise students

There will be staff supervising on the front gate from 8.50 am and classroom staff supporting particular students to transition from the gate to the classroom.

Staff will also be designated on gate duties at the end of the day and staff will escort students from the classrooms to the front courtyard at the end of the day, and then wait with them until students are picked up by parents or on the bus.

Staff will supervise students to get on and off the Crown bus service in the mornings and afternoons. Staff will escort students from the bus to the classroom. Staff will also support students from the classroom to the Crown bus. There will be support people on the doors to ensure un supervised students are not provided access to areas outside the school gates and school doors.

Parents and carers will be advised through Seesaw and Compass that they should not allow their children to attend Yarrabah School outside of these hours. Families will be encouraged to contact Matthew Harris on 03 95800384 or refer to School Facebook Page 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
- 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 Yarrabah School are expected to assist with yard duty supervision and will be included in the [weekly] roster.

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

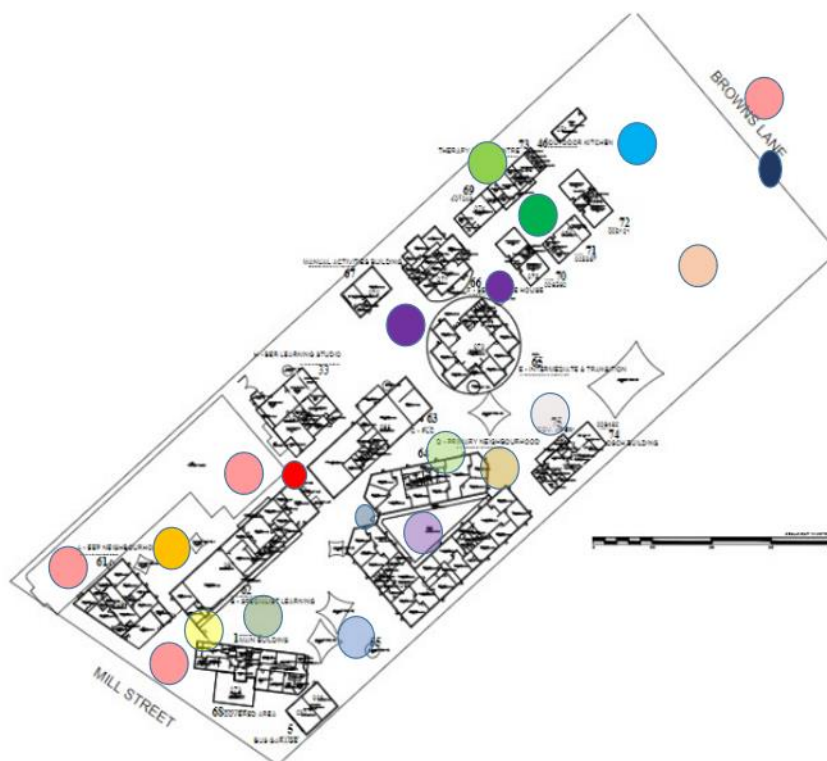
Yard duty zones

The designated yard duty areas for our school as at Term 1, 2023 are:

Zone	Area
Zone 1	Community Courtyard
Zone 2	Community Courtyard Front Gate
Zone 3	Junior Playground
Zone 4	Sensory Courtyard
Zone 5	Middles / Sensory Courtyard Gate
Zone 6	Outback Play Area
Zone 7	Middle Years Court
Zone 8	Middle Years / OSHC Playground
Zone 9	Secondary Playground
Zone 10	School Oval
Zone 11	Garden
Zone 12	Upper Secondary Court
Zone 13	Nurture Play
Zone 14	Early Education Playground
Zone 15	Car Park Entry Gate
Zone 16	Browns Lane Entry Gate

SCHOOL NAME

- Out of Bounds
- Zone 1 – Community Courtyard
- Zone 2 – Front Gate
- Zone 3 – Junior Playground
- Zone 4 – Sensory Courtyard
- Zone 5 – Sensory Courtyard Gate
- Zone 6 – Outback Play
- Zone 7 – Middles Years Court
- Zone 8 – OSHC Playground
- Zone 9 – Secondary Playgrounds
- Zone 10 – School Oval
- Zone 11 – Garden
- Zone 12 – Upper6ec Courtyard
- Zone 13 – Nurture Play
- Zone 14 – Early Ed Playground
- Zone 15 – Car Park Entry Gate
- Zone 16 – Browns Lane Entry Gate



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the section storage cupboards
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in section storage cupboards.
- Be familiar with the student profile information relating to student health and safety information found in each room

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 a relieving staff member.

During yard duty, supervising school staff must:

- Allocate designated staff to remain in areas, methodically move around the designated zone and engage students in structured play activities (depending on ratio), ensuring active supervision of all students.
- Staff remaining in one area will be on gate duty
- Staff on playtime duties or break time duty will move methodically in a clockwise direction, to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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)
- 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

- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate (health and safety issues through EduSafe Plus, other incidents through 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), 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 the section leader or department head 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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should message the section leader or department head first. If they are unable to make contact with these people they will call the office or Assistant Principal and not leave the designated area until a relieving staff member has arrived.

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.

In cases where a student is required to leave the classroom for sensory, engagement or regulation purposes, then they will be supported by another staff member under the indirect or direct supervision of the teacher.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact let the education support staff in the room of their intention to leave and where they are going, with a contact. If the teacher is leaving responsibilities for duty of care then they are to notify their section leader or department head for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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 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 [Excursions Policy](#).

Digital devices and virtual classroom

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

Yarrabah 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 common areas, classrooms, the life house, the Karinya Centre or library.

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

- student attendance will be monitored
- 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.

Workplace learning 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 policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structured 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.

Other areas requiring supervision

When students are working in the Nurture room they will be allocated supervising staff based on the degree of support required, under the consideration of the Engagement Learning Specialist and the Principal.

For students using the bathroom they will be encouraged to use the section bathrooms independently when able under the indirect supervision of the teacher. For students that require assistance, an ES or teacher will support directly. Students that are out at playtime will be escorted by a staff member to the toilets.

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
- included in our staff handbook
- 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](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Approved by	Principal
Next scheduled review date	May 2025 – to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter.

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