

# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 5334 1302

## PURPOSE

To ensure Ballarat Specialist School staff understand their supervision and yard duty responsibilities.

## SCOPE

This policy applies to all teaching and non-teaching staff at Ballarat 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 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

Ballarat Specialist School's grounds are supervised by school staff from 8:45am until 3:00pm. Outside of these hours, school staff will not be available to supervise students.

All classrooms are supervised before and after school. Parents and carers should not allow their children to attend Ballarat Specialist School's outside of these hours.

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
- 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.

## Yard duty

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

The Mini-School Leader is responsible for preparing and communicating the yard duty roster on a regular basis. At Ballarat 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 2023 are included as appendices at the end of this policy document.

### **Yard duty responsibilities**

School staff must wear their name tags, hats and sunscreen (during periods of high UV exposure) whilst on yard duty. (See Staff Dress Code policy for information regarding SunSmart awareness).

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:

- methodically move around the designated zone
- ensure that there is no area of the yard that is not in eyesight of at least one staff member
- engage with the students in the yard at all times
- seek to provide positive intervention and guidance that promotes co-operative, enjoyable interactions
- 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 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

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.

Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the coordinating teacher, 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 send a message to the office 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.

### **Wet day arrangements**

Wet day timetables are determined and announced by a Mini-School Leader.

Students remain in their classrooms and staff are to make their own arrangements for supervision and relief.

### 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 a neighbouring classroom for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving. Teachers cannot leave students under the supervision of an ES staff member.

### 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

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

### 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 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 staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Available on the website

Information for parents and students on supervision before and after school is available on our school website and is circulated through the newsletter periodically.

## 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](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

BSS Policies:

- BSS Student Engagement and Wellbeing policy
- BSS Bullying Prevention policy
- BSS Child Safe policies
- BSS Visitors in Schools policy
- BSS Duty of Care policy
- BSS Camps and Excursions policy

## POLICY REVIEW AND APPROVAL

|                            |           |
|----------------------------|-----------|
| Policy last reviewed       | 07/23     |
| Approved by                | Principal |
| Next scheduled review date | 07/25     |

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

## APPENDIX 1: SENIOR SCHOOL YARD DUTY ZONES

| Zone   | Area   |
|--------|--|
| Zone 1 | Green Area (Grassed area near Admin and Dorms)               |
| Zone 2 | Orange Area (Basketball courts and grassed area near Gate 1) |
| Zone 3 | Blue Area (Behind the portables)                             |

**Key:**

- Green – Zone 1**  
(Grassed area out the front of the Admin building and around the Dorms)
- Orange – Zone 2**  
(Basketball courts and grassed area near Gate 1)
- Blue – Zone 3**  
(Behind the portables)



## APPENDIX 2: GILLIES ST YARD DUTY ZONES

| Zone   | Area                                   |
|--------|--|
| Zone 1 | Green Area (YAC Playspaces)            |
| Zone 2 | Orange Area (Middle School Playground) |

|        |                                       |
|--------|---------------------------------------|
| Zone 3 | Blue Area (Primary School Playground) |
| Zone 4 | Purple Area (PLC4 Playspaces)         |

**Key:**  
**Green – Zone 1**  
 (YAC Playspaces)  
**Orange – Zone 2**  
 (Middle School  
 Playground)  
**Blue – Zone 3**  
 (Primary School  
 Playground)  
**Purple – Zone 4**  
 (PLC4 Playspaces)

