



BFPS YARD DUTY AND SUPERVISION

DUE FOR REVIEW

April 2022

Policy Statement

Adequate supervision of students in the school yard is a requirement of the school's duty of care. The school will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff. The principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

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 Banyan Fields 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:

Students should not be onsite prior to 8:35am. From 8:35am the Banyan Fields Primary School's grounds are supervised by school staff until 3:25pm. Outside of these hours, school staff will not be available to supervise students.

Before School supervision areas include play areas near the main building. After school supervision areas include the staff carpark gate located on Cadles Road.

Parents and carers should not allow their children to attend Banyan Fields Primary School, outside of these hours. Families are encouraged to contact Big Child Care 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)
- 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.

Unauthorised student departure from school

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

Early departure of students prior to dismissal time

Students must be signed out of the school if departing prior to dismissal time.

A record of early departures is to be kept in the Administration Office and completed for all students departing the school early. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person 16 years and over.
- No students will be sent home on their own outside of normal dismissal time.

Yard duty

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

The principal's nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Banyan Fields Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school at recess and lunch breaks are shown in Appendix A:

Area	Area Description
Area A	Cricket nets, 3-6 playground, 4 square area and right hand basketball court
Area B	Foundation playground, canteen, drinking taps and picnic tables
Area C	Left basketball court, 1/2 playground and sandpit
Area D	Turf, 1/2 playground and concreted section along canteen and art room extending to the community house
Area E	Oval

School staff must wear a provided safety vest whilst on yard duty. Safety vests will be stored outside sickbay along with yard duty bags and incident recording devices.

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
- be proactive and intervene where possible prior to any incidents occurring
- 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 our *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 Sentral and follow up as set out in our *Student Engagement and Wellbeing* policy
- 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 make alternative arrangements to ensure supervision still occurs, this should be undertaken with as much notice as possible prior to the relevant yard duty shift.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact a member of leadership but should not leave the designated area until a relieving staff member has arrived to take over the duty.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office for support 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 and follow up with their class teacher as appropriate.

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 at any time during a lesson or when they are required for student supervision, they should first contact the reception 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.

Resources:

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

Evaluation:	This policy will be reviewed by the School Council annually.
Policy dated:	April 2021
Date of next review:	April 2022

Appendix A



Yard Duty Areas

There are 5 Yard Duty areas made up of the following;

Area A – Cricket nets, 3-6 playground, 4 square area and right hand basketball court

Area B – Foundation playground, canteen, drinking taps and picnic tables

Area C – Left basketball court, 1/2 playground and sandpit

Area D – Turf, 1/2 playground and concreted section along canteen and art room extending to the community house

Area E – Oval

Please note dotted blue line is the foundation access path to the sandpit. This area will have cones to show sandpit route.