



Yard Duty and Supervision Policy

Review Cycle
This policy was updated in July, 2023
Approved by School Council
To be reviewed July, 2027

Purpose

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

Scope

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

Ballarat North's grounds are supervised by school staff from 8:45am and 3:30pm until 9am and 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school the front yard and courtyard are supervised by principal class and teachers to support families and students to classrooms. After school the Ligar and Walker Street exits are supervised by teachers to ensure students are picked up at the end of the day safely.

Parents and carers will be advised through Compass post, Facebook notifications and the Fortnightly newsletter that they should not allow their children to attend school outside of these hours. Families will be encouraged to contact Village OHSC on 1300 366 437 or refer to support@villageoshc.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
- 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 Ballarat North Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

During morning, afternoon and lunch break times, the following zones are supervised by teachers and educational support staff. front yard, courtyard, basketball court and the oval. Staff wear high visibility vest and carry small first aid kits with them as the actively supervise these areas.

The Principal and Assistant Principal are responsible for preparing and communicating the yard duty roster on a regular basis. At Ballarat North, school staff will be designated a specific yard duty area and time to supervise, they are provided with the vest and first aid kits to support them in their supervision of students at yard times.

Yard duty zones

The designated yard duty areas for our school are shown in the table below

Zone	Area
Zone 1	Front yard- Foundation, year 1 and 2
Zone 2	Courtyard- All years, passive play area
Zone 3	Basketball Court
Zone 4	Oval- years 3-6

- 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.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Principal or 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 principal or assistant principal but should not leave the designated area until a 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 or call the principal 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 time.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the teacher in the room next to them and see if they can oversee, then contact a member of principal class. 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 and Training [Excursions Policy](#).

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with a 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 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.

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 as a reference in our school newsletter annually
- Made available in hard copy from school administration upon request

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](#)