



# THE BASIN PRIMARY 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 The Basin 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

The Basin 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.

Parents and carers will be advised through a notification on our school website, regular reminders in our newsletter that they should not allow their children to attend The Basin Primary School outside of these hours. Families are encouraged to contact OSHCLUB on [1300395735](tel:1300395735) or refer to <https://www.oshclub.com.au/before-and-after-school-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)



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- 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.

### Yard duty

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

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

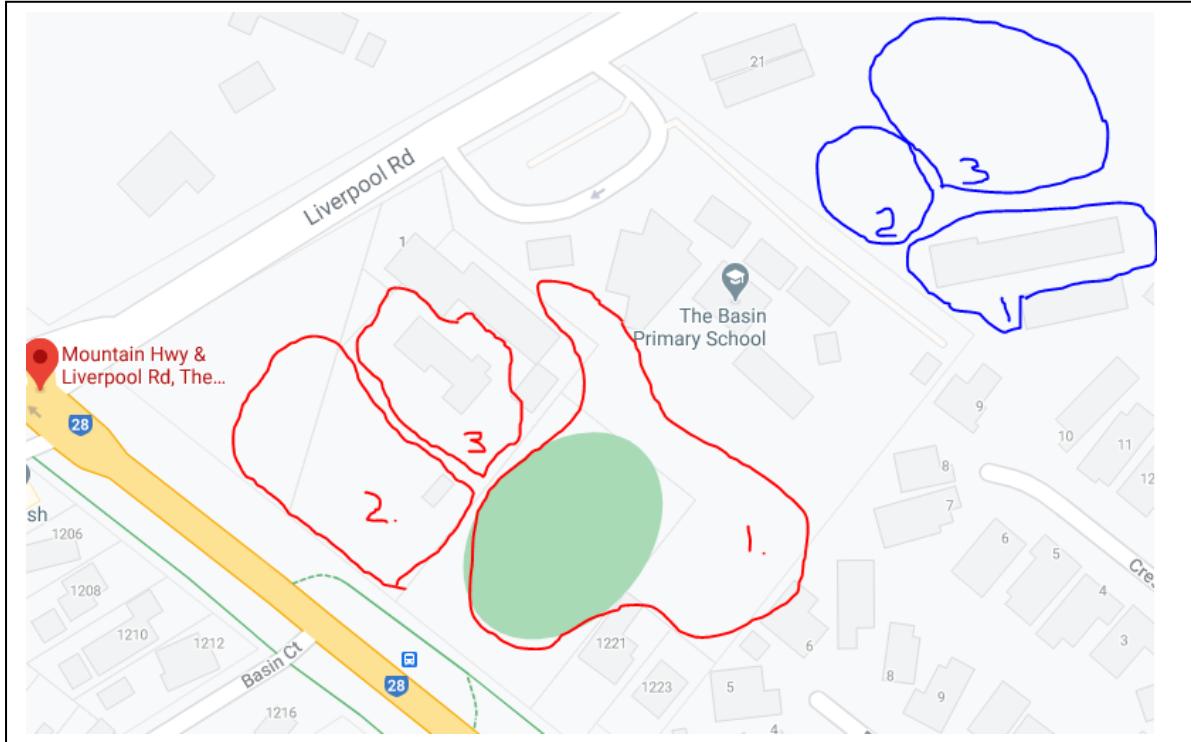
The designated yard duty areas for our school:

Zone	Area
<b>JUNIOR SIDE BEFORE/AFTER SCHOOL</b>	<ol style="list-style-type: none"><li>1. Junior Side Kiss and Drop Staff Carpark gate must be closed at 8:45am sharp on way to duty. Please actively direct all cars to move down the driveway</li><li>2. Gate and crossing at lower Kiss and Drop – next to Grade 5 portables. Please actively direct cars to move to end of drop-off bay.</li></ol>
<b>SENIOR SIDE BEFORE SCHOOL/AFTER SCHOOL</b>	<ol style="list-style-type: none"><li>1. Front gate (Mountain Hwy)</li></ol>
<b>SENIOR SIDE YARD DUTY AREAS</b>	<ol style="list-style-type: none"><li>1. Oval and soccer pitch and between stadium and Grade 5 portables</li><li>2. Basketball Court and grassed area</li><li>3. Circling admin building including breezeway and sensory playground</li></ol>
<b>JUNIOR SIDE YARD DUTY AREAS</b>	<ol style="list-style-type: none"><li>1. Toilet block and asphalted area outside gym and circling lower Prep buildings</li><li>2. Play Equipment</li><li>3. Oval</li></ol>
<b>SENIOR SIDE YARD DUTY AREAS</b> <b>WEDNESDAY</b>	<ol style="list-style-type: none"><li>1. Oval and soccer pitch</li><li>2. Sensory playground</li><li>3. Basketball court and grass area</li><li>4. Circling admin building including breezeway</li><li>5. Between stadium and Grade 5 portables</li></ol>



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School staff must wear a provided hi-vis vest whilst on yard duty. Hi-vis vests will be stored in classrooms and staffroom. Staff must wear hats from September until April 30<sup>th</sup>. Staff should take provided first aid 'bum bags' out with them – these are stored in classrooms. It is recommended that staff take their mobile phones with them when on yard duty.

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 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
- 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 your school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- report any incidents to relevant classroom teachers and/or log 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), 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.



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If the supervising staff member is **unable to conduct yard duty** at the designated time, they should contact an 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 an 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 an Assistant Principal or the Office 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.

### 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 an Assistant Principal or the Office 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

### Digital devices and virtual classroom

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

The Basin 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 by a staff member.

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

- student attendance will be monitored daily
- 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.



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### 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 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.

### FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library:
  - [Supervision of Students](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)