



# *Bona Vista Primary School* Yard Duty and Supervision Policy

## **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 Bona Vista 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**

### **Before and after school**

Bona Vista Primary School's grounds are supervised by school staff from 8:45am until 9:00am before school and from 3:20pm until 3:35 pm after school. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Bona Vista Primary School outside of these hours.

If a student arrives at school before supervision commences at the beginning of the day, or will not be collected before the conclusion of supervision parents/carers are to notify the school as soon as practicable.

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.

### **Yard duty**

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



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

Staff who are rostered for yard duty must remain on duty until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- methodically move around the school yard, this includes the oval, basketball court and playground areas.
- 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
- log any incidents or near misses as appropriate in the behaviour incident book (found in the staffroom)
- 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 contact the Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

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 staffroom and not stop supervision 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 the teacher should notify another staff member and wait until another staff member has arrived in the classroom to supervise the class prior to leaving.

## **School activities, camps and excursions**

The principal and teachers 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



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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.

### **FURTHER INFORMATION AND RESOURCES**

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