

## 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 College hours, before and after school, and on College excursions and camps.

This policy applies to all teaching and non-teaching staff at Bannockburn P12 College, including education support staff, casual relief teachers and visiting teachers.

College 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

Bannockburn P12 College grounds are supervised by College staff from 8.40am until 3.45pm. Outside of these hours, College staff will not be available to supervise students.

Before school, College staff will be available to supervise the Soccer pitch, EY play area, Junior Plaza, and Senior Plaza.

After school, College staff will be available to supervise the crossing, bus bay, Morellion Drive, and the Plazas.

Parents and carers should not allow their children to attend Bannockburn P12 College outside of these hours. Families are encouraged to contact YMCA on or refer to website for more information about the before and after school care facilities available to our College community.

If a student arrives at the College 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.

College staff who are rostered on for before or after school supervision must follow the processes outlined below.

Later Years students who are required to attend beyond these hours are under the supervision of the teacher this has been arranged with.

### Yard duty

Staff at Bannockburn P12 College are expected to assist with yard duty supervision and will be included in term timetables.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Bannockburn P12 College, College staff will be designated a specific yard duty area to supervise. Staff are required to check Compass daily for any changes that may have occurred to rostered duties due to staff absences.

The designated yard duty areas for the College are:

Area	Area
Area 1	Front
Area 2	Soccer Pitch
Area 3	Junior Plaza
Area 4	Basketball
Area 5	Senior Plaza
Area 6	Oval (creek side)
Area 7	Library
Passive Play	(Community Hub)

College staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be given to staff at the beginning of employment, spare Vests will be stored in Yard Duty bags or requested from the College.

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
- 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 Compass as a Yard Incident Chronicle.

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 Daily organiser 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 Daily Organiser 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 send a message to the College Office, 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 class teacher is responsible for the supervision of all students in their care during class.

For specific protocols for the College in regard to student expectation and behaviour and the role of the supervisor please see our *Student Wellbeing and Engagement Policy*.

If a teacher needs to leave the class unattended at any time during a lesson, they should first contact the College office and/or Sub School Leader 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 College 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.

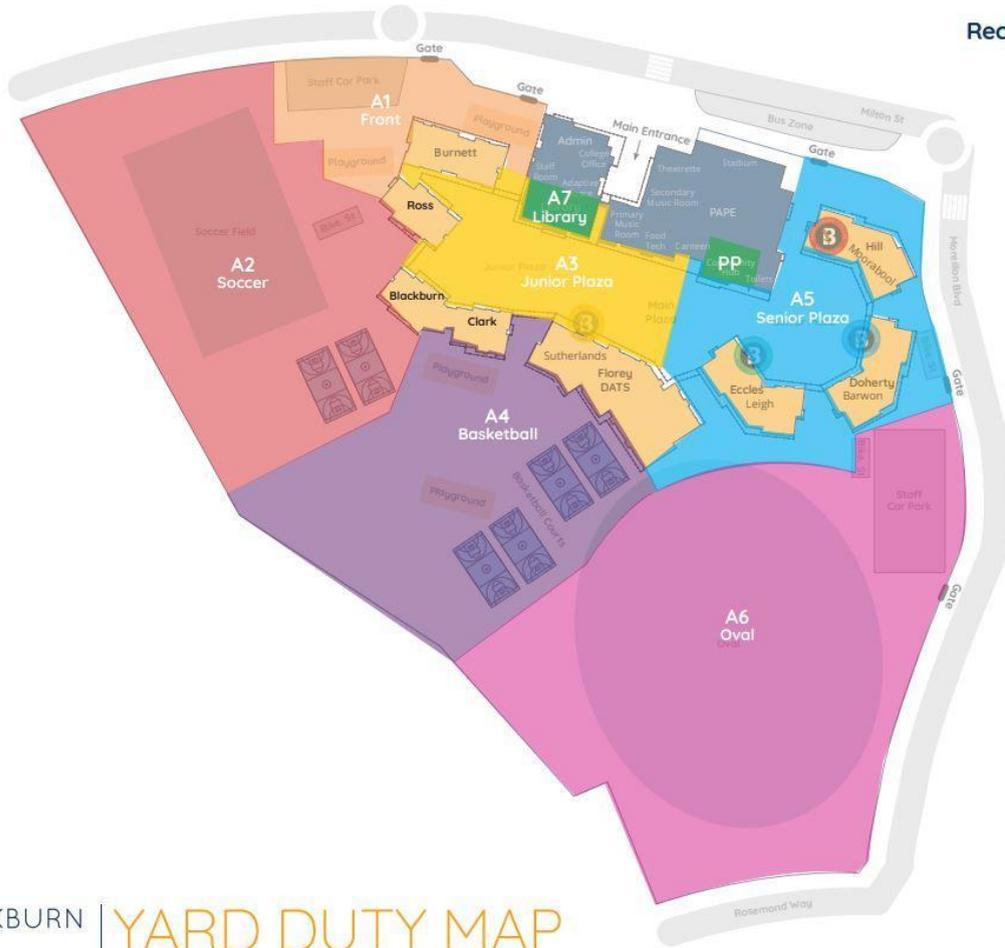
## **Further Information and Resources**

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

## **Review Cycle**

This policy was last updated on **November 2021** and is scheduled for review by College Leadership on **November 2022**. This policy will also be updated if significant changes are made to school grounds that require a revision of Bannockburn College Yard Duty and Supervision Policy.

Recess & Lunch





Before & After School