Belgrave South Primary School

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YARD DUTY AND SUPERVISION POLICY

Help for non-English speakers
If you need help to understand the information in this policy, please contact Belgrave South

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Belgrave South 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

Students must be supervised for a minimum of 10 minutes before and after school. This supervision may include some or all of the following:

- Monitoring of entry or exit points and/or designated pick up and drop off areas
- Yard supervision

- Classroom supervision (students enter the classroom at 850am)

At Belgrave South Primary School, supervision at the beginning of the school day will commence at 8.50am. This supervision will include classroom teachers supervising students in the classroom environment.

Supervision at the end of the school day will be provided until 3.45. This supervision will include teachers being available after school.
Outside of these hours, school staff will not be available to supervise students. The school, (via the school newsletter) each term inform parents/carers of the precise times during which the school's grounds will be monitored. They should not allow their children to attend Belgrave South Primary School outside of these hours.

Families will be encouraged to contact the office staff on 97542505 or ring 1300395735, or email belgravesouth @oshclub.com.au 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 Assistant Principal will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent, guardian or carer make alternate arrangements including using the Before/After School care program.

If a student is not collected before supervision finishes at the end of the day, the Principal /Assistant Principal 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

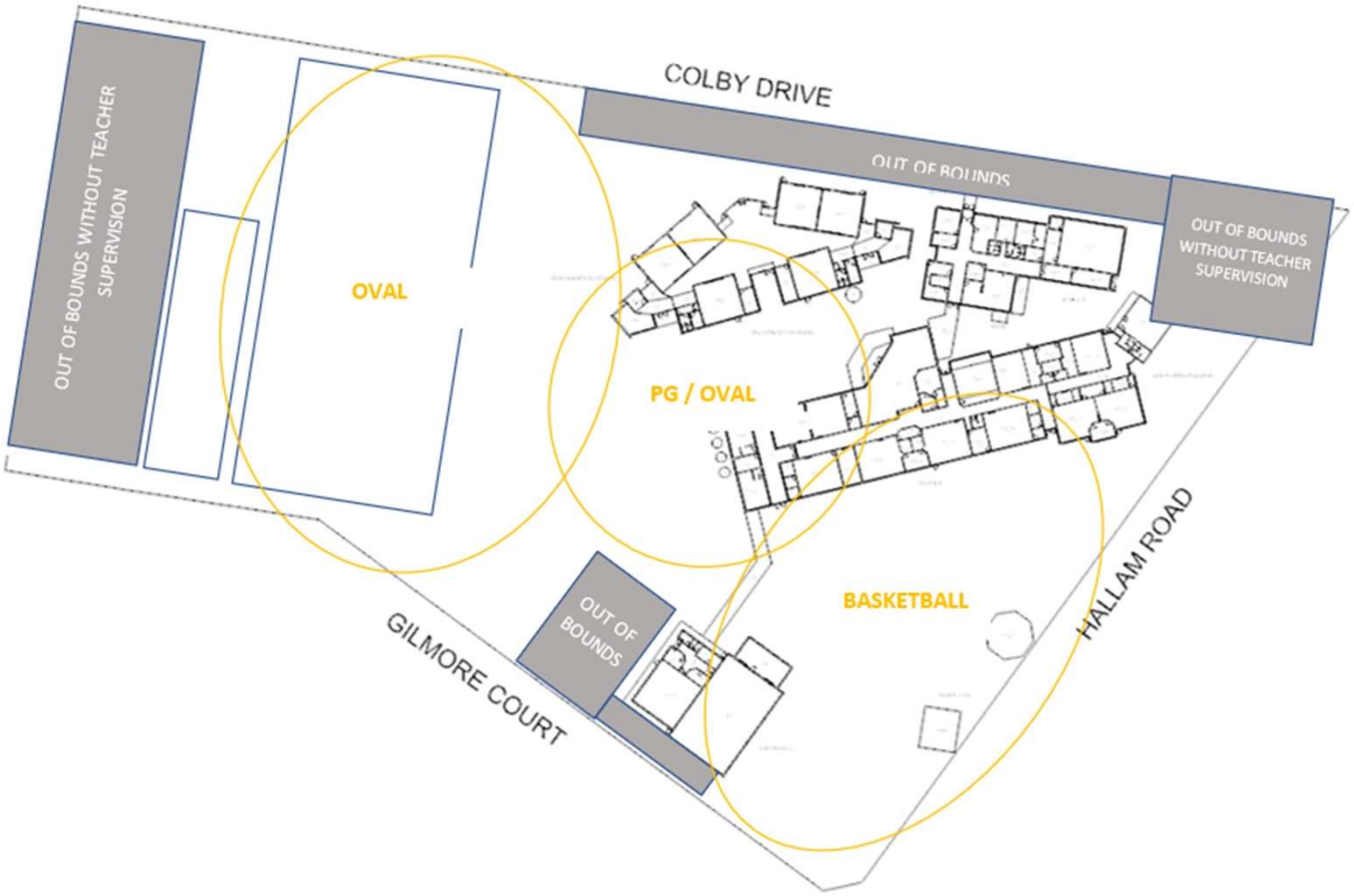
All staff at Belgrave South Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

Yard duty zones

The designated yard duty areas for our school (as at Term 1, 2024) are

Zone	**Area**
Zone 1	Oval
Zone 2	Playground & Oval
Zone 3	Basketball Court



Yard duty equipment

School staff must:

- wear a provided with their own safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in your classroom or office
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in classroom or office
- Be familiar with the yard duty information containing student health and safety information stored in staff First Aid bags [Each staff member will have their individual First Aid bag located in their classroom/office with their vest. CRT's First Aid bags are located in the main office. The bag will contain any information relating to student health and safety such as frequent absconders, parents who pose a serious risk to safety etc.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising school 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 (excluding drop off and collection periods)
- ensure students remain in their designated year level zones
- 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 the school's Student Safety, Engagement and Well-Being policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate Edusafe
- 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 Yard duty roster person/ 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 office or Assistant Principal but should not leave the designated area until the 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/call 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 has ultimate responsibility for the supervision of all students in their care.
This duty cannot be delegated to external education providers, parents or trainee teachers.
In addition, no student should be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal from the classroom is only to occur in accordance with the Belgrave South Primary School's policy.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should contact a teacher from an adjoining classroom for assistance. The teacher should then wait until alternate supervision is being provided prior to leaving the classroom.

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

At Belgrave South Primary School, school staff will be designated a specific yard duty area to supervise. Educational Support staff will supervise specific student/s. The Educational Leader will be responsible for preparing and communicating the ES yard duty roster on a regular basis.

Lunch and Recess Breaks

The Principal is responsible for ensuring that students are adequately supervised during recess and lunch. This will usually involve designating areas in the yard, and developing a roster for staff to supervise students in the designated area for the time indicated in the roster.

At Belgrave South Primary School, Principal's nominee is responsible for preparing and communicating the yard duty roster on a quarterly basis. At Belgrave South Primary School, the designated yard duty areas are: Oval, Oval/ Playground and Basketball Courts.

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.

Digital devices and virtual classroom

Belgrave South Primary School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Belgrave South 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 include content on where students will undertake virtual and remote learning while at school eg the library/break out space/ common area].

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

- student attendance will be monitored by the classroom teacher who will mark their attendance in the morning and afternoon each day on COMPASS.
- 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.

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.

Other areas requiring supervision

Students require supervision such as in our library or when students are moving from classrooms to different areas of the school. When children use the inside toilets, they can go alone or in pairs but if they are using the **breezeway toilets they must go in pairs.**

COMMUNICATION

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 each term
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
    - Child Safe Standards
    - Digital Technologies - Responsible Use
    - Duty of Care
    - Excursions
    - Supervision of Students
    - Visitors in Schools

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Approved by	Principal
Next scheduled review date	June 2028

This policy will also be updated if significant changes are made to school grounds that require a revision of Belgrave South Primary School's yard duty and supervision arrangements.