



# Bulleen Heights School

Autism Spectrum Disorder

## YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact Bulleen Heights School on 9850 7122.

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Bulleen Heights 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.

#### Before and after school

Bulleen Heights School's classrooms are supervised by school staff from 8.40AM until 3.10PM Outside of these hours, school staff will not be available to supervise students.

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

Classroom and specialist staff at Bulleen Heights School are expected to assist with yard duty supervision and will be included in the weekly roster. The leadership team and Principal Class Officers (PCO) are 'on call' and available to staff during break times.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Bulleen Heights School, school staff will be designated a specific yard duty area to supervise.

### Yard duty zones

The designated yard duty areas for our school are clearly marked on the yard duty roster which is posted around the school and available on SharePoint. A map of the school and duty areas is located in the daily organiser's office at PRC and in the general office at MRC. Maps and yard duty areas are provided to CRT and CRESS staff daily as required.

There are no independent study periods at Bulleen Heights School.

### Behaviour Support

Teachers are to create a specific individual behaviour support plan for individual students who need a behaviour management plan. All staff working with that particular student has to sign off the support plan to make sure they are updated with the strategies. The staff member assigned to 'roving duty' in the playground will wear a vest and assist in gaining extra help if needed.

### Intruders

Supervising staff must approach intruders or unknown people in the yard, or alternatively, ask someone to seek assistance.

### Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are available in classrooms and in the staffroom at each campus
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staffroom at each campus
- Be familiar with the yard duty information pack containing student health and safety information

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:

- Turn up to the duty on time
- methodically move around the designated zone
- ensure students remain in their designated zones
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce PBS expected behaviours and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate

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 daily organiser or a leading teacher 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 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 call the office 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.

Supervising staff are legally responsible for allocated areas for the entire rostered time until relieved.

Be vigilant around potential trouble spots. 'Turning a blind eye' is not being 'sufficiently careful'.

## **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 a leading teacher or the office for assistance. 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.

### Digital devices and virtual classroom

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

Bulleen Heights 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 rostered staff member.

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

- student attendance will be monitored
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes

### Students requiring additional supervision support

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.

### Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

### 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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff handbook
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Maps and roster available to all staff including CRT (Casual Relief) as required
- Maps and roster posted in key areas of school - Main buildings, staffroom/s & offices
- available on the school website.

## 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](#)
  - [School Based Apprenticeships and Traineeships](#)
  - [School Community Work](#)
  - [Structured Workplace Learning](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)
  - [Work Experience](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2021
Approved by	Principal - Susan Merjan
Next scheduled review date	August 2023

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