



Yard Duty and Supervision Policy

Barwon Valley School is committed to the safety and wellbeing of all children and young people and has zero tolerance for child abuse. (Child Safe Standards)



Help for non-English speakers

If you need help to understand the information in this policy please contact Barwon Valley School: 5243 1813

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Barwon Valley 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.

The Leading Educational Support Officer is responsible for preparing and communicating the yard duty roster on a regular basis. All staff at Barwon Valley School are expected to assist with yard duty supervision and will be included in the weekly roster.

The designated yard duty areas for our school

Areas - Senior	Areas - Junior
Main Clubs x 2 Play Courtyard B21	yard Clubs x2 Bikes J2 Courtyard

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored with yard duty backpacks.

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
- encourage and model to students play with various pieces of equipment or resources
- model school rules and expectations to support student behaviour. Staff are to acknowledge students following the school rules with a 'good one' and explicitly state why they are receiving it to reinforce positive behaviour
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on COMPASS
- Ensure that a brief but adequate verbal 'handover' is given to the yard duty staff or classroom staff if required. If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the leading ES office with as much notice as possible prior to the relevant yard duty 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 Administration but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a staff member does not arrive for yard duty, contact the office and not leave the designated area until the 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 inform their ES and if requiring covering contact Administration for assistance. If required, the teacher should wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Aquatic Learning Centre (ALC)

There is always a high adult to student ratio in the ALC. The ratio is capped at 1:4 and for students who have a diagnosis of Epilepsy the supervision ratio increases to 1:1. There is an assigned spotter at all times when the students are in the ALC and this person is a BVS staff member who is familiar with the student cohort. Changerooms, bathrooms and toilets are checked prior to classes exiting the ALC and head counts are checked often during the transition.

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.

Supervision of students that are undertaking a School Based Apprenticeship Training (SBAT)

Students that are undertaking SBAT are initially supported during the transition period by a BVS staff member. Once the student has transitioned to the SBAT program the supervision is then with the SBAT provider. The SBAT provider is staffed with 2 support staff and 1 trainer. As part of the SBAT program, it is the responsibility of the parent/carer to drop off and pick up their child from the program. *If a student is not picked up or collected from SBAT by a parent or carer, the school will be notified, and the parents and emergency contacts contacted. If the parents or emergency contacts don't answer or respond, the student will be collected in the BVS school bus by 2 staff and brought back to*

school under the supervision of the leadership team. If contact still can't be made with a parent or emergency contact, then the police or child protection will be called depending on the age of the child.

Supervision of students that are on work experience

Students that attend offsite work experience are supervised by a BVS staff member within a small group. The students are bused to the location on the BVS school bus and always supervised by a staff member.

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.

Supervision of student before and after school

Supervision for students that arrive and depart school by bus:

Majority of students are transported to school by a McHarry's bus, and students remain on the bus under the supervision of the driver and chaperone until 9.15am or when a BVS staff member collects them. If a student is demonstrating a behaviour of concern, the bus staff have protocols that they follow, which includes notifying the school. Students that are transported home by a McHarry's bus, are walked to the bus by a BVS staff member and supervision is then handed over to the bus driver and chaperone when the student gets on the bus. Students start to transition to the bus at 3.05pm for students with high mobility requirements and 3.15pm for all other students. The bus marshalling is supervised by trained BVS staff members, who ensure that the bus bay is safe and students are supervised at all times.

Supervision for students that arrive and depart school by car:

Students that arrive at school by car, wait under the supervision of a parent/carer in the Administration foyer until they are collected by a staff member. At the end of the day, students that leave school by car are walked to the office by a staff member and wait until a parent/carer arrives. The staff member supervises the student during this waiting period, unless the student has been formally handed over to the Leadership team on Administration foyer duty. Parents/carers are required to collect their child from the Administration to ensure supervision is formally handed over. Students that find the Administration foyer overwhelming due to noise and the busyness of the environment have an alternate arrival and departure plan. These plans are individualised to the student needs and are reviewed frequently by the leadership team.

Procedures for students that are uncollected for school:

If a student is not collected from school, the Administration staff will start calling the parent from 3.30pm. If the school is unsuccessful in getting in contact with a parent, the emergency contacts will be called. If no contact has been made with any of the contacts after a period of time, child protection or police will be called depending on the age of the student. *At all times, the student will remain under the supervision of staff and the leadership team.*

Procedures for uncollected students from the bus:

If a parent/carer doesn't collect their child from the bus stop, the bus chaperone will call the parent. If the parent doesn't answer, the chaperone will call the school and the bus will proceed to the next stop (the bus is scheduled to wait for 3 minutes, before moving onto the next stop). *The student will remain under the supervision of the bus driver and chaperone. **The bus staff and school will keep in communication via phone.*** The school will continue to call the parent and emergency contacts. If contact is still not made with a parent or emergency contact by the end of the bus run, the bus will return to the school with the student. The school will notify the police or child protection

depending on the age of the student. Leadership will supervise the student until arrangements can be made with the police or child protection.

Communication

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

- Included in staff induction processes
- Made available in hard copy from school administration upon request
- Discussed at staff briefings or meetings, as required

FURTHER RESOURCES

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

REVIEW CYCLE AND EVALUATION

Policy last reviewed	September 2024
Approved	Principal
Next scheduled review date	September 2026

This policy will also be updated if significant changes are made to school grounds that require a revision of Barwon Valley School's Yard Duty and Supervision Policy.