YARD DUTY AND SUPERVISION

Help for non-English speakers

If you need help to understand the information in this policy please contact the school office

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Banmira Specialist 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

Banmira Specialist School grounds are supervised by school staff from 9.00 am until 3.30 pm. Outside of these hours, school staff will not be available to supervise students.

An ‘Early Room’ will run in each Unit from 8.30 am. Parents/Carers can request this through their child’s classroom staff or Unit Leader. Reminders of this will be send via Seesaw and in the school newsletter each term.

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.

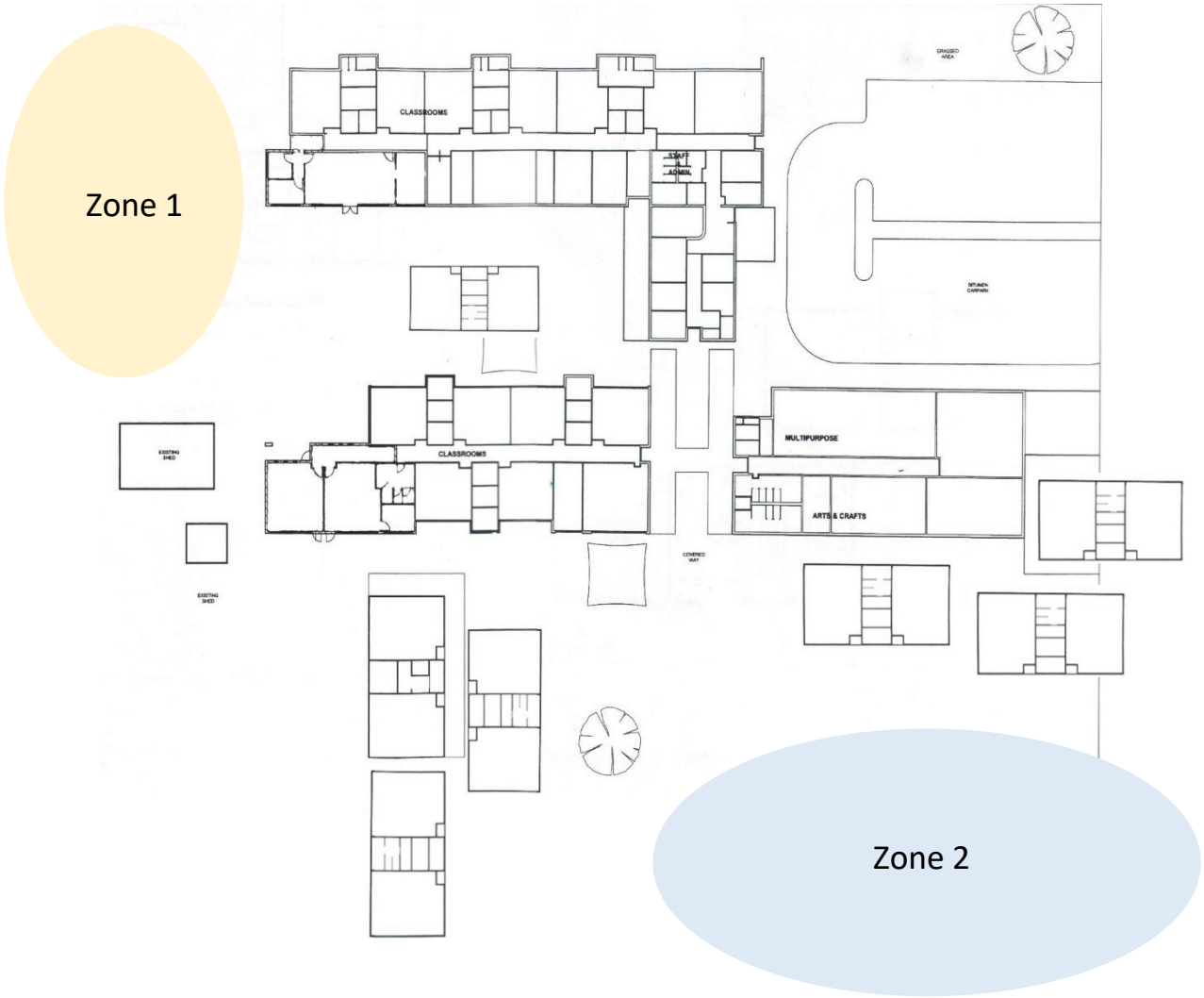
Yard duty

All classroom staff at Banmira Specialist School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Unit Leaders are responsible for preparing and communicating the yard duty roster on a regular basis. At Banmira Specialist School, [school staff will be designated a specific yard duty area to supervise OR insert other basis for organisation of yard duty at your school].

Yard duty zones- Junior Campus

	Supervision Area	Zone on Map
Senior Campus Combined	**Dragon Yard- Activities in Tubs**	Zone 1
	BBQ Courtyard	Zone 2
	Oval	Zone 2
	Basketball Court and Playground	Zone 2
	Swing Area	Zone 2
	Sensory Garden	Zone 2
	Inside Room	Classrooms



Yard duty equipment

School staff must:

- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in staff work areas
- Be familiar with the yard duty information pack containing student health and safety information stored [insert location if your school keeps a pack/folder of any information relating to student health and safety such as frequent absconders, parents who pose a serious risk to safety etc, or delete this point if you don't have this kind of pack/folder]

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:

- Provide active supervision at all times by methodically move around the designated zone ensuring active supervision of all students
- Each Unit will have designated areas within their yards that staff will be assigned to
- 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 Unit zones
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards, including the VRS expectations within the SWPBS Framework. 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 on Sentral or 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 their Unit Leader 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 their Unit Leader 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 contact their Unit Leader 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 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 their Unit Leader 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, and will follow the supervision requirements in the Department of Education and Training Excursions Policy.

Digital devices and virtual classroom

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

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

- student attendance will be monitored [insert arrangement at your school, for example daily/every class]
- 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.

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.

Other areas requiring supervision

Students should be supervised at all times. Only one student at a time in the toilets. If student request to use the toilet during class time, one of the classroom staff must take them and supervise from outside the toilet.

COMMUNICATION

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook

- 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
  - 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	April 2026
Approved by	Principal
Next scheduled review date	2028

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