



# BENTON JUNIOR COLLEGE

## YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand this policy, please contact the school office on phone 59 739100

## Rationale

Appropriate supervision is an important step that schools must take to discharge their duty of care as it assists to minimise the likelihood of injury or harm and enables staff to identify and respond to risks that may arise in the playground, classrooms and other learning areas. At Benton Junior College we believe that the Principal and school staff are held to a high standard of care in relation to our students.

The Principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

College staff are responsible for following reasonable and lawful instructions from the Principal Team, including instructions to provide supervision to students at specific dates, time and places.

## Scope

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

## Aim

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

## Implementation

### Before and after school

Benton Junior College grounds are supervised by school staff from 8.45am until 3.30pm. Outside of these hours, school staff will not be available to supervise students. Parents and carers are notified of these times via Compass feeds, newsletters and Information Booklets.

Before school (from 8.45am), members of the Principal team and staff members will supervise the main 4 school gates, Gates 1 to 4 across Racecourse Road and Longwood Drive pedestrian entrances. Nominated teachers from each year level provide supervision after school (until 3.30pm) at all six school gates.

Parents and carers are encouraged to have their children attend Benton Junior College within these hours. Families are encouraged to contact Office staff on 5973 9100 for more information about the before and after school care service available to our school community.

Families will be encouraged to contact A member of the Principal Team on phone 59 739100 or refer to [www.bentonjuniorcollege.com](http://www.bentonjuniorcollege.com) for 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 nominee staff member will have the student remain in the courtyard outside the main office and 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.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will take the student to the Office area. The Principal or nominee staff member will:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program
- 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.

### Yard duty

All staff at Benton Junior College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal, Assistant Principal and Timetable Coordinator are responsible for preparing and communicating the yard duty roster on a regular basis. At Benton Junior College, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are: (Appendix 1)

### Yard duty zones

- Zone 1 - Foundation area
- Zone 2 - Courtyard
- Zone 3 - Hardcourt
- Zone 4 - Oval and Soccer field
- Zone 5 - Quiet room

## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the teacher's classroom
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in teacher's classrooms. Teachers are responsible for keeping first aid bags stocked with necessary supplies.
- carry their mobile phone with them while supervising
- refer to the student medical alerts on the first aid bag

## Yard duty responsibilities

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

During yard duty, supervising staff must:

- methodically move around the designated zone, ensuring active supervision of all students especially along the fence line on oval, soccer field and Foundation area
- 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 registered their attendance at the school office (excluding drop-off and collection periods)
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- 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 as set out in the school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable and if deemed necessary send student to Sick Bay with a red first aid pass accompanied with a buddy student to be examined by the school's First Aide Officer
- report/log any incidents or near misses as appropriate
- if being relieved of their yard duty shift by another staff member, 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 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 need to arrange a swap with another staff member or contact the Assistant Principal or nominee in charge of yard duty timetabling, 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 a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should phone the office and 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 classroom teacher is responsible for the supervision of all students in their care during class time.

If a teacher needs to leave the classroom for any reason during a lesson, they should speak to the buddy teacher at the other end of the double room and/or contact the office 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 school activities, camps and excursions. 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.

### Digital devices and virtual classroom

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

Selected students at Benton Junior College participate in the Victorian High Abilities Program. This virtual extension program is supervised by a Disabilities and Inclusion Program staff member.

Benton Junior College will ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home, technical and well-being support may be provided by the school. Student daily attendance is monitored.

### 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.

### 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 induction processes
- discussed at staff briefings or meetings, as required
- included in our staff handbook

- 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.

#### Parent / Carers Responsibilities In Supporting Student Supervision

- parents/carers are responsible for the care and supervision of students travelling to and from school.

#### **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	10th February 2022
Approved by	Melissa Wisniewski, Principal
Next scheduled review date	10th February 2023

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

Appendix 1

