



VERMONT SOUTH  
SPECIAL SCHOOL

## YARD DUTY AND SUPERVISION POLICY



**For non-English speakers**

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

9802 8199

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Vermont South Special 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**

Vermont South Special School's grounds are supervised by school staff from 8:40am until 3:15pm (or until school buses leave). Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through regular reminders in the newsletter that they should not allow their children to attend Vermont South Special School outside of these hours. Families will be encouraged to contact the school office on 9802 8199 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, 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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

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

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Vermont South Special 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 June 2022 are:

Bus	Zone 1	When the buses arrive at 8:40 am, staff to go to doors of buses to collect students and accompany them into the school grounds. Students expected to walk at all times.
Courtyard	Zone 2	Move around the courtyard. Supervise appropriate sand play. Students are to walk in the courtyard.
Oval	Zone 3	Move around the oval and move around to where the need is. Do not stand still – keep moving!
Basketball court	Zone 4	Move around the basketball and move around to where the need is. Do not stand still – keep moving!
Playground	Zone 5	Remain in the playground area.
Foundation playground	Zone 6	Remain in the Foundation playground area.
Reflection		Ensure that students do not enter the administration area unless they need to see the school nurse.



## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.

Each staff member on yard duty will be given a bum bag and a yellow vest. See your section leader regarding bum bags for duty.

Bum bags contain:

- a purple card: to be taken by the child if he/she need to visit the school nurse.
- a yellow card: to be taken by the child if being sent to the supervised reflection area
- behaviour tickets (see explanation under 'Student Management')
- tissues
- whistle: to be used in an unsafe situation when you need assistance from another teacher on duty.
- basic First Aid equipment
- asthma pump (in one bum bag that is clearly labelled in Zone 3)

## Yard duty responsibilities

During yard duty, supervising school staff must:

- take their mobile phone on duty
- wear a provided safety/hi-vis vest whilst on yard duty
- methodically move around the designated zone and ensure that all areas are within line of sight to at least one yard duty teacher at a time
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- pro-actively assist children to play happily
- 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 Engagement and Wellbeing* 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
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), 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 the supervising staff member is unable to conduct yard duty at the designated time, they should contact the school office 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 school 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 contact the school 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.

## Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a child is asked to leave the classroom a teacher assistant will accompany /monitor the child. Please see the *Student Wellbeing and Engagement Policy* which states the school's disciplinary procedures.

If a teacher needs to leave the classroom, they should first contact the section leader for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Students need permission to leave the classroom, including if they need to go to the toilet. If sent on tasks, students need a messenger badge.

## 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

Vermont South Special School follows the Department of Education and Training [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

### 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 of Education and Training.

### Other areas requiring supervision

#### **Afternoon Bus Supervision**

A roster system operates for this supervision. A timetable will be circulated to all staff. In addition, the current timetable is displayed on the noticeboard in the Staff Room, inside the Administrative Officer's Office and outside Junior 8 classroom. It is Department policy that parents **are not** permitted to travel on contracted bus runs.

Staff members on bus duty must ensure orderly and SAFE procedures.

- Bell will ring at **3.05pm** to ensure that all children will be on their bus by **3.15pm**.

*To assist the children to develop responsible behaviours at this time teachers need to:*

- (a) Make sure all children leave their classrooms as soon as the last bell has rung (3.05pm)
- (b) Expect the children in their group to sit or stand quietly until they are checked
- (c) Check that the children are present and mark the bus list
- (d) Expect all children to:
  - (i) Respond when their names are called and wait quietly in line until all children have been checked
  - (ii) Walk in an orderly manner to their bus.

**When walking to the bus there must be an adult at the front and an adult at the rear of the bus line.**

#### **Wet Day / Extreme Weather Duty**

A duty roster is available on the Intranet and on the noticeboard in the staffroom.

An announcement will be made if a Wet / Extreme Weather Day procedure is to operate.

Children remain in their classrooms on Wet / Extreme Weather Days. **No computers are to be used.**

Should the weather clear, an announcement will be made that children are permitted to go outside and the regular yard duty roster resumes.

**All staff are expected to carry out extra duties when circumstances arise.**

## 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
- Made available in hard copy from the school office 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 of Education and Training Policy and Advisory Library (PAL):
  - [Child Safe Standards](#)
  - [Digital Technology Policy](#)
  - [Duty of Care](#)
  - [Excursions](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2022
Approved by	Principal
Next scheduled review date	May 2024

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