

# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Statewide Vision Resource Centre on 03 9841 0204 or [svrc@education.vic.gov.au](mailto:svrc@education.vic.gov.au)

This Statewide Vision Resource Centre policy is available in braille hard copy and etext format from our administration upon request.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Statewide Vision Resource Centre, 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 the centre as they arise. It also plays a vital role in helping the centre to discharge their duty of care to students.

The Assistant Principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during centre hours, before and after centre hours, and on centre excursions and camps and other centre activities.

Centre staff are responsible for following reasonable and lawful instructions from the Assistant 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 CENTRE

Heatherwood School shared grounds are supervised by Statewide Vision Resource Centre staff from 8.30 am until 4.30 pm. Outside of these hours, Statewide Vision staff will not be available to supervise students. Before and after centre hours, Statewide Vision Resource Centre staff will supervise students in the building.

Parents and carers will be advised through weekly parent email communication about expectations of before and after centre hours supervision e.g., a notification on our SVRC website, regular reminders in our Bulletin newsletter that they should not allow their children to attend the Statewide Vision Resource Centre outside of these hours. Families will be encouraged to contact the Assistant Principal on 03 9841 0242 or refer to [www.svrc.vic.edu.au](http://www.svrc.vic.edu.au) for more information about the before and after centre hours care facilities available to our centre community.

If a student arrives at the centre before supervision commences at the beginning of the day, the Assistant Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before centre hours

- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Assistant 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

Students who wish to attend Statewide Vision Resource Centre outside of these hours will be expected to remain inside the building supervised by staff until parents and carer's arrival.

## **YARD DUTY**

All staff at Statewide Vision Resource Centre are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal or Leading Teacher is responsible for preparing and communicating the yard duty roster on a regular basis. At Statewide Vision Resource Centre, centre staff will be designated a specific yard duty area and time to supervise students.

### **Yard duty zones**

The designated yard duty areas for Statewide Vision Resource Centre as of Term 1, 2023 are:

- **Zone 1:** Eating area under covered area
- **Zone 2:** Playground equipment on Heatherwood Centre grounds

### **Yard duty equipment**

Statewide Vision Resource Centre staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in Office 1
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in Office 1
- be familiar with the yard duty information pack containing student health and safety information stored in Office 1 displayed on the wall.

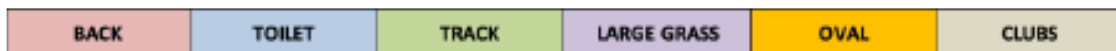
Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

## Yard duty responsibilities

Recess: 11:00 – 11:30am

Zone 1:  
Covered area

Zone 2:  
Heatherwood School playground



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 Statewide Vision Resource Centre staff must:

- methodically move around the designated zone ensuring active supervision of all students
- where safe to do so, approach any unknown visitor who is observed on centre 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 playground zones
- 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 set out in the Statewide Vision Resource Centre 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 in Yard Duty book

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 Assistant Principal or 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 Assistant Principal or Leading Teacher 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 Assistant Principal or Leading Teacher 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 individual or small group sessions.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact Assistant Principal or Leading Teacher for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

## **CENTRE ACTIVITIES, CAMPS, AND EXCURSIONS**

The Principal and leadership team are responsible for ensuring that students are appropriately supervised during all centre activities, camps and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for centre 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 [Excursions Policy](#).

## **DIGITAL DEVICES AND VIRTUAL CLASSROOM**

Statewide Vision Resource Centre follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Statewide Vision Resource Centre will also ensure appropriate supervision of students participating in remote and flexible learning environments while on Statewide Vision Resource Centre site. In these cases, students will be supervised by a teacher during each class.

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

- student attendance will be monitored during each 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 Assistant 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 centre activities.

## WORKPLACE LEARNING PROGRAMS

When students are participating in workplace learning programs, such as work experience, centre-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 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](#)
- [Work Experience](#)
- [Centre Community Work](#)

## SUPERVISION OF STUDENT IN EMERGENCY OPERATING ENVIRONMENTS

In emergency circumstances Statewide Vision Resource Centre will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning Statewide Vision Resource Centre will follow the operations guidance issued by the Department.

## COMMUNICATION

This policy will be communicated to our Statewide Vision Resource Centre community in the following ways:

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

Information for parents and students on supervision before and after centre hours is available on our website and parent reminders are sent at the beginning of each term in our centre 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](#)
- [Centre Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Centres](#)
- [Work Experience](#)

**POLICY REVIEW AND APPROVAL**

<b>Policy last reviewed</b>	<b>Approved by</b>	<b>Next scheduled review date</b>
January 2023	Principal	January 2025

This policy will also be updated if significant changes are made to centre grounds that require a revision of Statewide Vision Resource Centre yard duty and supervision arrangements.