**BROADMEADOWS SDS**

Yard Duty and Supervision Policy

**Purpose**

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

**Scope**

This policy applies to all teaching and non-teaching staff at Broadmeadows SDS, 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

Broadmeadows SDS’s grounds are supervised by school staff from 8:50am until 3:30pm. Outside of these hours, school staff will **not** be available to supervise students.

Parents and carers will be advised regular reminders in our newsletter that they should not allow their children to attend Broadmeadows SDS outside of these hours.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will attempt to contact the parents/carers.

Should parents/carers be unable to be contacted, the Principal or nominee staff member will consider whether it is appropriate to:

* 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

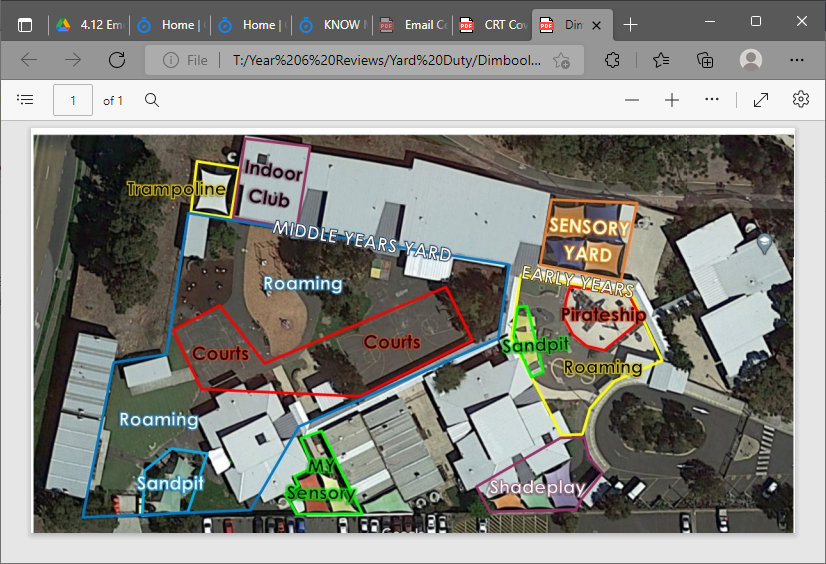
All staff at Broadmeadows SDS are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal and Daily Organisers are responsible for preparing and communicating the yard duty roster on a regular basis. At Broadmeadows SDS, school staff will be designated a specific yard duty area to supervise.

**Yard duty zones**

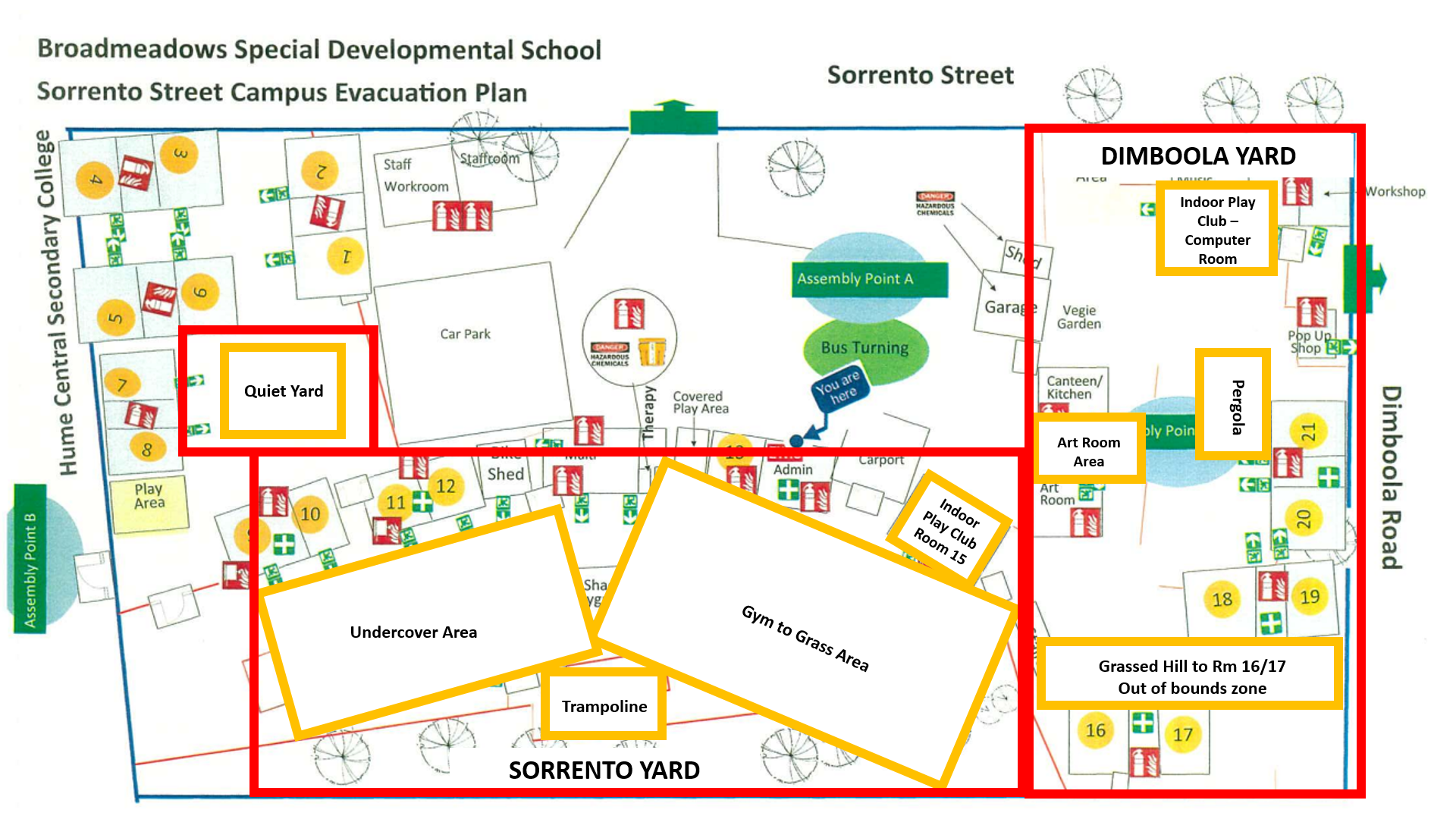
**Dimboola Campus**

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| --- | --- |
| **Zone** | **Area** |
| Early Years | 1. EY Pirate Ship 2. EY Sandpit 3. EY Roaming 4. EY Shade Play |
| Sensory Yard | 1. Roaming 2. Trampoline |
| Middle Years | 1. MY Courts 2. MY Sandpit 3. Mod Hall Play Club 4. MY Trampoline 5. MY Roaming 6. Blue Building Play Club 7. MY Sensory |



**Sorrento Campus**

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| --- | --- |
| **Zone** | **Area** |
| Sorrento Yard | 1. Gym to Grass 2. Trampoline 3. Undercover Shelter 4. Roaming 5. Rm #15 Indoor Play club |
| Dimboola Yard | 1. Art Area & Basketball 2. Pergola Area 3. Garden & Ping-Pong 4. Indoor Play club 5. Roaming |
| Quiet Yard | 1. Outdoor Spaces |



**Yard duty equipment**

School staff must:

* wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored [insert detail]
* wear a hat in Term 1 & Term 4

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:

* methodically move around the designated zone ensuring active supervision of all students
* ensure students remain in their designated play areas
* be alert and vigilant
* intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
* ensure that students who require first aid assistance receive it as soon as practicable

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 shouldcontact the Assistant Principal 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 Learning Specialistbut 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 send a message to the office/call Assistant Principal or Learning Specialist 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.

## 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](https://www2.education.vic.gov.au/pal/excursions/policy).

## Digital devices and virtual classroom

Broadmeadows SDS follows the Department’s [Cybersafety and Responsible Use of Technologies Policy](https://www2.education.vic.gov.au/pal/cybersafety/policy) with respect to supervision of students using digital devices.

Broadmeadows SDS will also 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:

* student attendance will be monitored
* 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.

## 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
* 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](https://www2.education.vic.gov.au/pal/child-safe-standards/policy)
  + [Cybersafety and Responsible Use of Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy)
  + [Duty of Care](https://www2.education.vic.gov.au/pal/duty-of-care/policy)
  + [Excursions](https://www2.education.vic.gov.au/pal/excursions/policy)
  + [Supervision of Students](https://www2.education.vic.gov.au/pal/supervision-students/policy)
  + [Visitors in Schools](https://www2.education.vic.gov.au/pal/visitors/policy)

**POLICY REVIEW AND APPROVAL**

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| --- | --- |
| Policy last reviewed | September 2022 |
| Approved by | Principal |
| Next scheduled review date | September 2024 |

This policy will also be updated if significant changes are made to school grounds that require a revision of Broadmeadows SDS’s yard duty and supervision arrangements.