

# Hamlyn Banks Primary School

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Hamlyn Banks  
Primary School

## YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Hamlyn Banks Primary School.

### PURPOSE

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

### SCOPE

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 and other school activities.

This policy applies to all teaching and non-teaching staff at Hamlyn Banks Primary School, including education support staff, casual relief teachers and visiting teachers.

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

### POLICY

#### Before and after school

Hamlyn Banks Primary School's 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 should not allow their children to attend Hamlyn Banks Primary School outside of these hours. Families are encouraged to contact the **Their Care** Coordinator on 0438 922 355 or [click here](#) for more information about the before and after school care facilities available to our school community. The Before and After School Care Program at the school between the following hours: 7.00am – 8.55am and 3:15 – 6:00pm..

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)
- 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 Hamlyn Banks Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Hamlyn Banks Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are:

| <b>Zone</b> | <b>Area</b>                                    |
|-------------|--|
| Zone 1      | Oval   |
| Zone 2      | Courts and Canteen, Library, including toilets |
| Zone 3      | Devon St, up to Staffroom entrance             |
| Zone 4      | Chaucer St, including toilets                  |

### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Each staff member will have a personal safety/hi-vis vests with extras stored in the staffroom for CRTs.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staffroom
- be familiar with the yard duty information pack containing student health and safety information stored as tags on each yard duty bag.
- return yard duty equipment after the period of supervision or handed to the relieving staff member.

During yard duty, supervising staff must:

- remain in the designated area until they are replaced by a relieving teacher. methodically move around the designated zone
- be alert, vigilant and proactive

- 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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass
- 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 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 office to make arrangements 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 send a message to 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the front office/Principal/Assistant Principal 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**

Hamlyn Banks Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Hamlyn Banks Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in a common classroom space.

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.

### **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:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

## **FURTHER INFORMATION AND RESOURCES**

- The Department's Policy and Advisory Library (PAL):
- [Supervision](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Excursion](#)

## **REVIEW CYCLE**

|                            |  |
|----------------------------|--|
| Policy last reviewed       | MAY 2023   |
| Approved by                | Nigel Holloway (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 Hamlyn Banks Primary School's Yard Duty and Supervision Policy). |