



WAYI SCHOOL

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school Administration Office via phone or email.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Wayi 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.

Individualised Program

The Principal is responsible for ensuring that students who require additional supervision are provided with adequate support, including additional staff as required in the classroom, during school activities and in the yard.

All students at Wayi School have an Individual Education Plan, which is developed by the teacher, in consultation with students, parents/carers, therapists, and external service providers as appropriate.

Before and after school

Wayi School's grounds are supervised by school staff from 8:40am until 3:20pm. Outside of these hours, school staff will not be available to supervise students.

Based on student need, sufficient staff will be allocated by the Principal or their nominee to supervise students within these hours. Should a teacher be called away to other duties, alternate supervision

arrangements will be put in place in consultation with the Principal or nominee. Members of the leadership and therapy team will oversee the arrival and departure of students on the school bus. Classroom staff will attend the bus loop to pick up their students from the bus and complete any handovers as necessary from bus staff.

Parents and carers will be advised through our school website and regular reminders in our newsletter that they should not allow their children to attend Wayi School outside of these hours. Families will be encouraged to contact the Principal 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
- 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.

Bus supervision

Wayi School works with bus services contracted by the Department to manage the school bus program. The process is communicated to parents through regular updates and includes:

- allocation of bus routes with specific times for pick-up and drop-off for students
- bus supervisor electronically records attendance as student boards the bus
- staff greet the bus and record student's names as they exit the bus
- students make their way to their learning neighbourhood or are assisted by staff.

Yard duty

All staff at Wayi School are expected to assist with yard duty supervision and will be included in the term roster.

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

Timetabled break times

Primary	
Morning recess	10:00 – 10:30 am
Lunch	12:30 – 1:00 pm
Secondary	
Morning recess	10:30 – 11:00 am
Lunch	1:00 – 1:30 pm
Senior Secondary	
Morning recess	10:15 – 10:45 am

Lunch	12:45 – 1:15 pm
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*First 15 minutes of recess and lunch is supervised class group eating time.

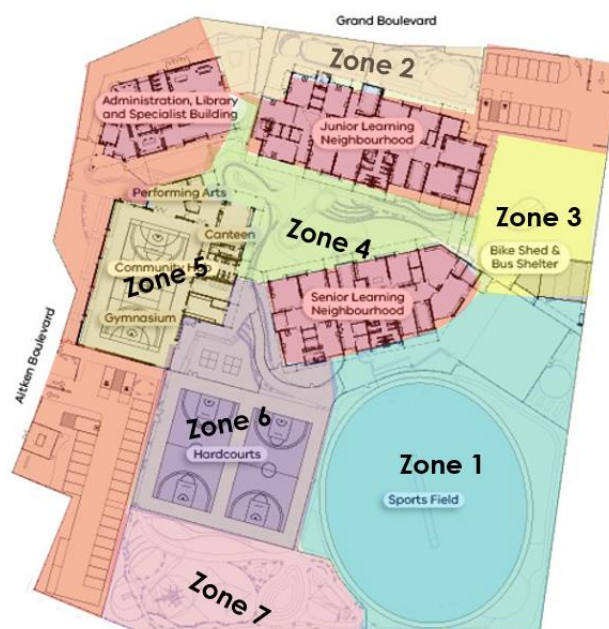
Yard duty zones

The designated yard duty areas for our school as at Term 1, 2023 are as follows:

Zone	Area
Zone 1	Sports Field
Zone 2	Play Area 1
Zone 3	Bike Education
Zone 4	Play Area 2
Zone 5	Gym
Zone 6	Hardcourts
Zone 7	Play Area 3

Mount Ridley Special School (interim name)

	Out of Bounds
	Zone 1 –Sports Field
	Zone 2 – Play Area 1
	Zone 3 – Bike Education
	Zone 4 –Play area 2
	Zone 5 – Gym/Hub
	Zone 6 – Hardcourts
	Zone 7 –Play area 3



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 Learning Neighbourhood staff offices.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in Learning Neighbourhood staff offices.
- be familiar with the yard duty information pack containing student health and safety information stored on Compass and in the First Aid Room.

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
- use visual aids to support communication with students
- 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 signed in (excluding drop off and collection periods)
- ensure students remain in their designated year level 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 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 (health and safety issues through EduSafe Plus, other incidents through 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), 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 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 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 send a message to the Administration 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.

Primary students leaving the classroom must be accompanied by a staff member. Secondary and Senior Secondary students must wear a Student Pass lanyard if they are moving through the school during class time independently. The classroom teacher, who is familiar with the student, will complete a risk assessment to identify students who are able to transition independently through the school safely.

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

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

Wayi 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 the allocated classroom.

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

- student attendance will be monitored daily.
- 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; 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.

Workplace learning programs

When students are participating in workplace learning programs such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. An assessment of student's ability and skills will to be undertaken in consultation with the Student Support Group to identify an appropriate placement and risk mitigation strategies. A nominated staff will contact the student daily during the placement, as prescribed in the student's documented learning plan. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structured Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

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 meetings, as required
- included in our staff handbook
- included as a reference in our school newsletter and school bulletin once per 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.

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	July 2022
Approved by	Principal
Next scheduled review date	July 2023 to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter.

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