



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Apollo Bay P-12 College.

1. PURPOSE & OBJECTIVE

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

2. SCOPE

This policy applies to:

- all staff, including casual relief staff, contractors and volunteers
- all students who have been diagnosed with asthma or who may require emergency treatment for asthma and their parents/carers.

3. 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.

4. BEFORE AND AFTER SCHOOL

Apollo Bay P-12 College's grounds are supervised by school staff from 8:45am until 3:15pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the play area immediately outside the prep to year 4 rooms (on the southwestern corner of the school property).

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 Apollo Bay P-12 College outside of these hours.

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.

Students who wish to attend school outside of these hours will be expected to sign in and out of the front office, attend the library if open, or report to extra-curricular activities.

4. YARD DUTY

All staff at Apollo Bay P-12 College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Apollo Bay P-12 College, school staff will be designated a specific yard duty area to supervise.

In wet weather the Daily Organiser (or if unavailable the Principal) can switch to a amended supervision program, allowing students into indoor areas with yard duty staff reallocated as deemed necessary to ensure adequate supervision.

5. YARD DUTY ZONES

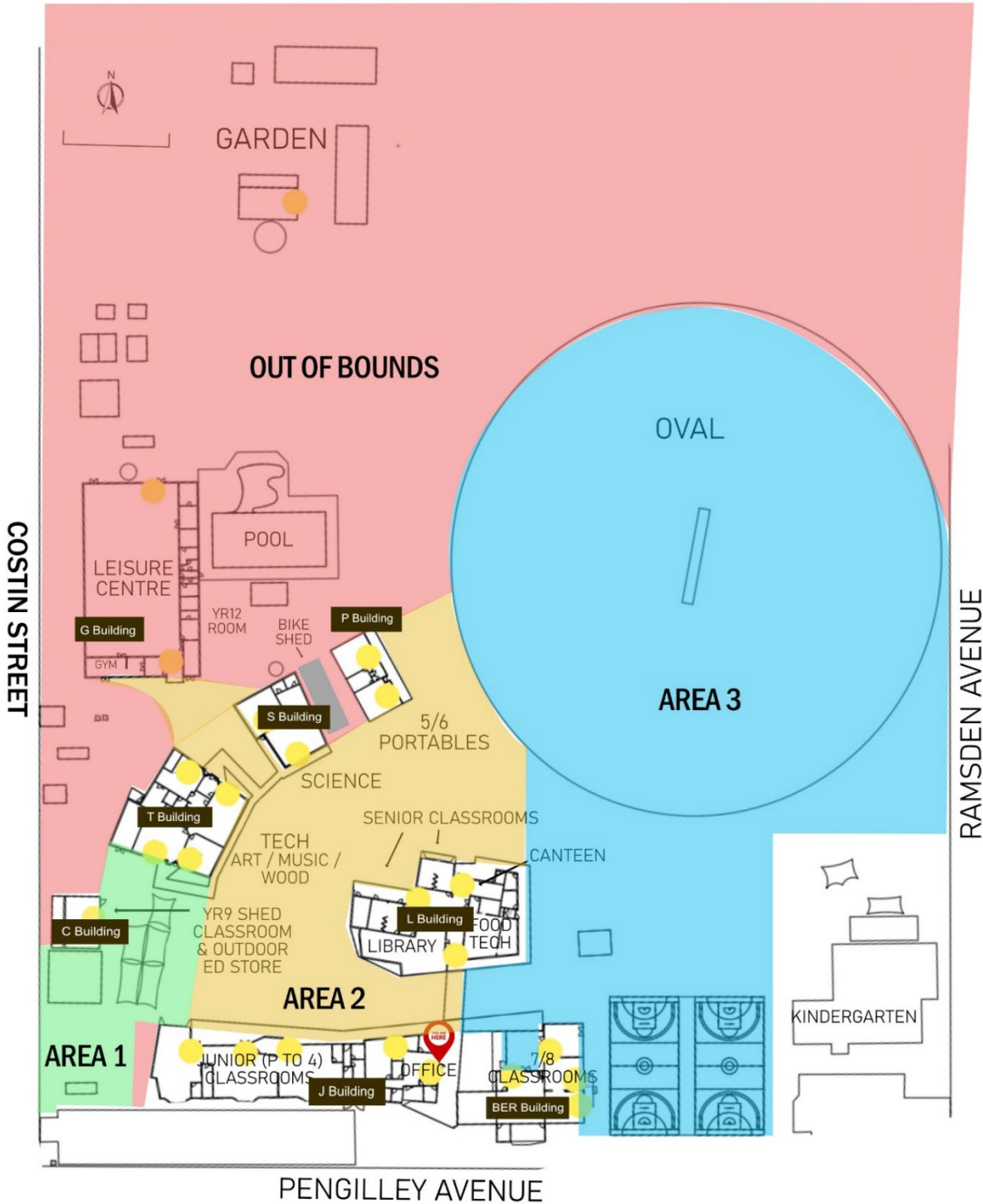
The designated yard duty areas for our school (as at Term 3, 2024) are:

ZONE	AREA DESCRIPTION
AREA 1	Junior playground & play pod area (if open)
AREA 2	Between the library and the office, green raised area around to the 5/6 portables & walkway between Art and Science buildings to the Leisure Centre entrance
AREA 3	Senior tap court, chess court, basketball court around to the oval.

APOLLO BAY P-12 COLLEGE – YARD DUTY ZONES AND TIMES

TIME SLOTS	TIMES
BEFORE SCHOOL	8:45 TO 8:55AM
RECESS 1	10:50 TO 11:05AM
RECESS 2	11:05 TO 11:20AM
LIBRARY	1:20 TO 2PM
LUNCH 1	1:10 TO 1:35PM
LUNCH 2	1:35 TO 2PM
BUS DUTY	3:00 TO 3:15PM

NOTE: Additional areas can be opened at the discretion of staff. Areas can also be closed by Principal or nominee if deemed necessary.



Yard Duty Equipment:

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored on hooks on the staffroom wall.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be hanging on the hooks on the staffroom wall.

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
- 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 Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on CASES21 via an Incident Report.

If being relieved of their yard duty shift by another staff member (the school PA system plays a short ditty to indicate a changeover from the first to second shifts), 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 Daily Organiser 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 Daily Organiser 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 office, call the office or call the Daily Organiser 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.

6. 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 relevant Junior or Senior School Leader, or a member of the School Leadership team for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

7. 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](#) before leaving.

8. DIGITAL DEVICES AND VIRTUAL CLASSROOM

Apollo Bay P-12 College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

When virtual and remote learning occurs on school site (for example a language program, [VHAP](#) program or class that is delivered virtually, off-site, by another school or instructor while the student remains on-site at your school, Apollo Bay P-12 College 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 library / break out space / common area or within the classroom.

If remote and virtual learning from home is necessary, parents/carers 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.

9. 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.

10. 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. 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:

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

11. INDEPENDENT STUDY

Senior students are required to study independently when they do not have a scheduled class, unless prior alternate arrangements are arranged by the School Leadership team.

12. 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.

13. 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 hardcopy or email form when requested from the school office

Information for parents and students on supervision before and after school is available on our school website and parent reminders are included in our school newsletter.

14. FURTHER INFORMATION AND RESOURCES

See 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](#)

15. POLICY AND APPROVAL

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

This policy will also be updated if significant changes are made to school grounds that require a revision of Apollo Bay P-12 College's yard duty and supervision arrangements.



Sam Welker

Assistant Principal



Matt White

College Council President