



Caulfield
JUNIOR COLLEGE

École franco-australienne
de Melbourne

YARD DUTY AND SUPERVISION POLICY

PRIMARY SCHOOLS



Help for non-English speakers

If you need help to understand the information in this policy please contact the front office..

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Caulfield Junior College, 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

Caulfield Junior College's grounds are supervised by school staff from 8:45am to 9:00am and 3:30 to 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Caulfield Junior College outside of these hours. Families are encouraged to contact the school office for more information about the before and after school care facilities available to our school community.



Caulfield
JUNIOR COLLEGE

École franco-australienne
de Melbourne

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
- 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.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

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

The principal [or alternative nominee] is responsible for preparing and communicating the yard duty roster on a regular basis. At Caulfield Junior College, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as at Term 2, 2022) are:

Zone	Area
Asphalt	Asphalted areas between main building, BER and portables, including senior school toilets.
Equipment	Junior and senior school equipment, including junior school toilets.
Synthetic Oval	Sports oval areas.
Indoor Play	Student Learning Centre (by invitation only)



Caulfield
JUNIOR COLLEGE

École franco-australienne
de Melbourne

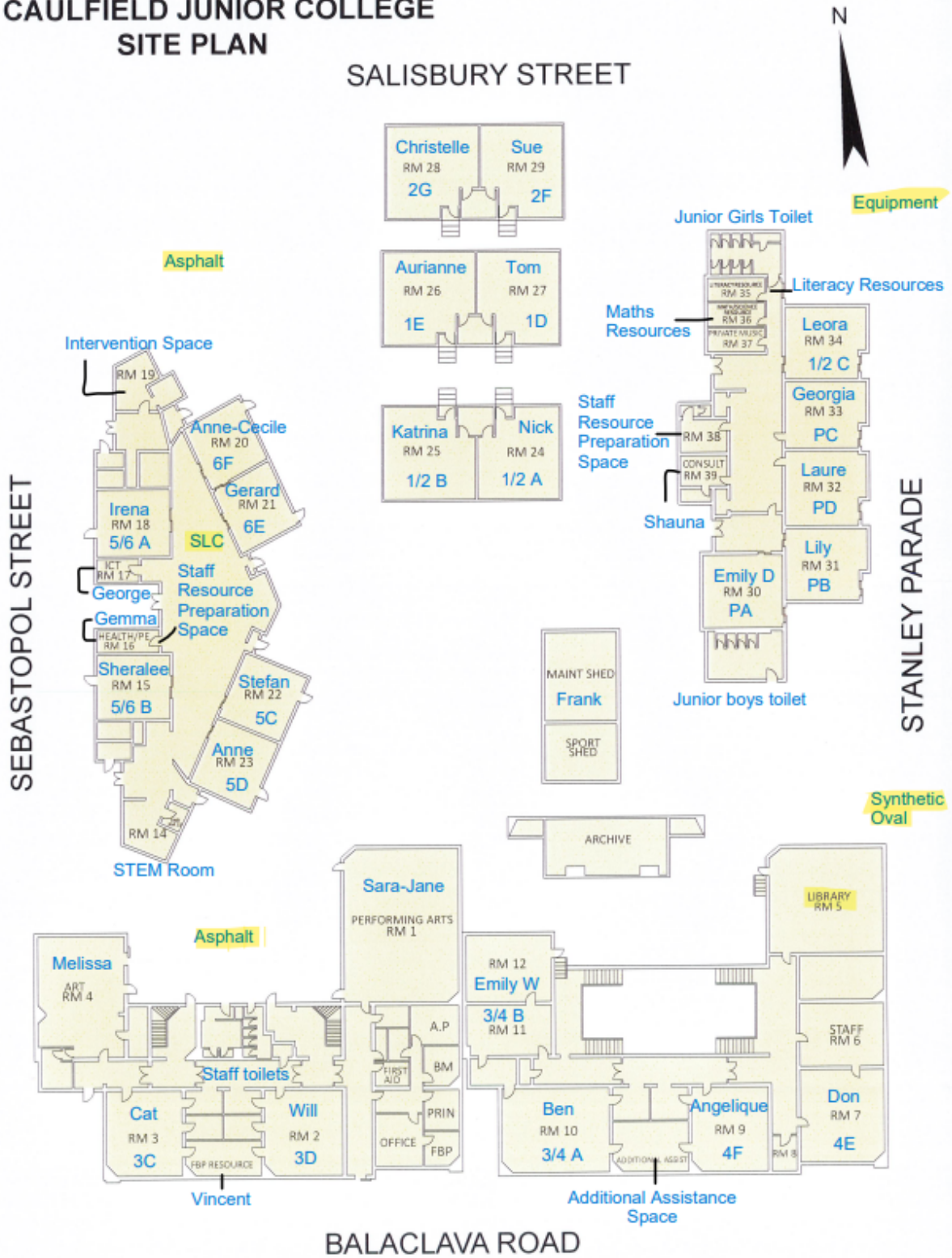
Library	30 students
---------	-------------



Caulfield
JUNIOR COLLEGE

École franco-australienne
de Melbourne

**CAULFIELD JUNIOR COLLEGE
SITE PLAN**





Caulfield
JUNIOR COLLEGE

École franco-australienne
de Melbourne

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored with each individual teachers first aid kit.
- carry the yard duty first aid bag at all times during supervision. Individual yard duty first aid bags are supplied to all relevant staff members at the start of the year. They are responsible for replenishing supplies as required from the first aid room.
- Be familiar with the students at risk of anaphylaxis (a copy is included inside their first aid bum bag)

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- methodically move around the designated zone
- 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)
- 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 your 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 on Compass and inform the first aid officer/business manager/member of the leadership team/teacher(s) of students involved as appropriate.
- 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.



Caulfield
JUNIOR COLLEGE

École franco-australienne
de Melbourne

If the supervising staff member is unable to conduct yard duty at the designated time, they should arrange a replacement and inform a Principal class member 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 a Principal class member, 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.

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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their neighbouring teacher and / or team leader 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, 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

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

Caulfield Junior 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

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

- student attendance will be monitored during their virtual lesson remotely by the teacher. A responsible adults must always be present with the child.



Caulfield
JUNIOR COLLEGE

École franco-australienne
de Melbourne

- Students attending school during remote learning (essential workers and students at risk program) are being supervised by a staff member at all times (during online lessons, individual work and recesses).
- 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 disabilities 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 on our school website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required

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

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)
 - [Excursion](#)



Caulfield
JUNIOR COLLEGE

École franco-australienne
de Melbourne

POLICY REVIEW AND APPROVAL

Policy last reviewed	30 May 2022
Approved by	Principal
Next scheduled review date	2024

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