



Aurora School

YARD DUTY & SUPERVISION POLICY (DET)

A DET POLICY TEMPLATE (JULY 2021)

PURPOSE

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

SCOPE

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

POLICY

Appropriate supervision is an important strategy to monitor children's 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 children.

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 children at specific dates, times and places.

Before and after school

Aurora School's teaching staff are on duty in their classroom from 8.45am.

Children are supervised by 'on duty' staff in the transport bay, and supported to move to their classroom when they arrive by School Transport. At the end of the day teachers bring children to the transport assembly area and settle them with their transport group.

Children who are transported to school by their parents/caregivers are taken to their classroom by their parents/caregivers unless other arrangements have been made with the principal. At the end of the day parents collect their children from the parent waiting area in the assembly area.

If a parent/caregiver arrives with their child before supervision commences at the beginning of the day, the Principal or nominee staff member will manage the situation and if needed discuss further with the parents/caregivers.

If a child is not collected by their parent/caregiver when supervision finishes at the end of the day, the Principal or nominee staff member will:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- If contact cannot be made with parents/caregivers/emergency contact the principal will consider whether it is appropriate to contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.



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Yard duty

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

The Principal is responsible for appointing a Yard Duty Coordinator. The Yard Duty Coordinator ensures that a yard duty roster is prepared and communicated to staff at the commencement of each term, and as any changes are made. The yard duty roster is emailed to all staff and posted on the staff room door

Yard duty equipment

School staff are required to:

- carry the yard duty first aid bag at all times during supervision
- location of yard duty equipment will be communicated to all staff
- 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 area
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed
- support positive behavioural standards as set out in the school's Student Engagement policy
- ensure that children who require first aid assistance receive it as soon as practicable
- log any incidents or near misses 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), 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 Yard Duty Coordinator / Leading Teacher / Learning Specialist 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 Yard Duty Coordinator / Leading Teacher / Learning Specialist 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 contact the Yard Duty Coordinator / Leading Teacher / Learning Specialist / Office and not leave the designated area until a relieving staff member has arrived.



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Classroom

The classroom teacher is responsible for the supervision of all children 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 Leading Teacher / Learning Specialist / Office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

School activities and excursions

The Principal and leadership team are responsible for ensuring that children are appropriately supervised during all school activities and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities 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

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

While parents are responsible for the appropriate supervision of children 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 – (See our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information).

Children requiring additional supervision support

Sometimes children 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.

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

Flexible & Remote Learning

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 website
- Included in staff induction processes

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](#)



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- [Supervision of Children](#)
- [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL:

Policy last reviewed	July 2021
Approved by	The Principal and School Management Team
Next scheduled review date	Three Years - 2024

This policy will be updated if significant changes are made to DET Policy that require a revision of Aurora School's yard duty and supervision arrangements.