

YARD DUTY AND SUPERVISION POLICY 2024



Help for non-English speakers

If you need help to understand the information in this policy, please contact by

Ph: 9309-6258

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Jacana School for Autism, 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.

Before and After School

Jacana School for Autism's grounds are supervised by school staff from 8:50 a.m. – 9:10 a.m. and from 2:50 p.m. – 3:10 p.m. Most students arrive and leave school on the school buses. Outside of these hours, school staff will not be available to supervise students.

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.

There is only one entry point for the school until 8:50am via the main entrance. Parents and students are requested to arrive after 8:50a.m. Students who are independent travellers will be supported to use public transport timetable to ensure a timely arrival at school.



Parents who bring their children to school are requested not to arrive prior to 8:50am as students respond better and are calmer if they start school with their standard routine. If there is a reason to arrive earlier than 8:50am parents need to make prior arrangements with the teacher in charge. The teacher in charge on the day will be responsible for supervision of students before classroom times. Parents are expected to sign in students who arrive outside the designated entry and exit times and supervise their child until they can hand over to a staff member.

Students are supervised by classroom staff from 8:50am daily and can commence their morning routines as soon as they arrive at their classroom.

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early.

Parents and carers will be advised, by accessing this policy via the Jacana School for Autism website, that they should not allow their children to attend Jacana School for Autism outside of these hours.

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.

Yard Duty

All classroom staff at Jacana School for Autism are expected to assist with yard duty supervision and will be included in each sub school's playground duty roster.

Each Sub School Leader is responsible for preparing and communicating the yard duty roster on a regular basis. At Jacana School for Autism, staff will be designated a specific yard duty area to supervise.

Yard Duty Zones

Staff at Jacana School for Autism are expected to assist with yard duty supervision and classroom staff will be included in the weekly rosters. Sub School Leaders are responsible for preparing and communicating the yard duty roster on a regular basis.

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www.jacanaschoolforautism.vic.edu.au

At Jacana School for Autism, school staff will be designated a specific yard duty area to supervise. The designated yard duty areas for our school as of Term 3, 2024, are as follows:

Area
Playground 1
Playground 2 (Courtyard)
Playground 3
Playground 4
Playground 5 (Basketball court)
Playground 6 (Oval)



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Yard Duty Equipment

School staff must:

- wear a provided safety/hi-vis vest assigned to them whilst on yard duty. Safety/hi-vis vests will be stored in staff classrooms.
- arrive to their designated area on time and students must not be left unsupervised at any time. Staff rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.
- Be familiar with the sub school's 'yard duty support document' containing, students who require 1:1 supervision and student health and safety information (stored on SharePoint in School Documents/Jacana Documents/Playground Duty folder)

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 legitimate purpose, and ensure that they have a visitor pass and have signed in (excluding drop offs and collection periods).
- use visuals to support communication with students
- 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
- apply documented strategies to support individual students, as per the playground support document
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate [i.e. on XUNO and all injuries are logged on Edu Safe Plus]

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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 teacher is unable to conduct yard duty at the designated time, they should contact the Sub School Leader with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising teacher needs to leave yard duty during the allocated time, they should contact the Sub School Leader but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a duty teacher does not arrive for yard duty, the teacher currently on duty should notify their Sub School Leader or and not leave the designated area until a relieving teacher has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

Parents of senior students (equivalent Year 11 and 12) who have satisfactorily completed the Travel Training Checklist may give their children permission to leave the school grounds for a lunch break. Students must remain within the boundaries set on the permission form. This permission to be renewed annually by School Council.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

Unauthorised student departure from school

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Security Services Unit (SSU), telephone 9589 6266 (24 hour service).

Early departure of students prior to dismissal time

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person 16 years and over.
- No students will be sent home ~~on their own outside of normal dismissal time.~~ *Respect, Own, Out, Empathy*



Arrangements for students not collected after school

Parents/guardians will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents/guardians. Students remaining in the school yard awaiting collection after 3.10pm will be directed to classroom or admin waiting area.

If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Families, Fairness and Housing (DFFH) and for them to arrange for the care and protection of the student.

Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

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, he or she should ensure that there is another staff member in the room for supervision. The nearest teacher should be notified of their absence so they can assist the Education support staff if necessary. Sub-School leader needs to be notified if there will be a lengthy period of absence e.g. 15 minutes or more.

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 follow the supervision requirements in the Department of Education and Training Excursion Policy.

Digital devices and virtual classroom

Jacana School for Autism follows the follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices. Jacana School for Autism 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 when learning using online platforms such as Seesaw, Maths Seeds, Reading Eggs and Mathletics remotely or while at school.

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

- student attendance will be monitored via Seesaw and/or email communication with their classroom teacher
- 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 1:1 supervision support](#)

Sometimes students will require additional 1:1 supervision, such as those students with specific individual learning needs. In these cases, the Sub-School Leader 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.

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](#)

[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, Jacana School for Autism will follow the operations guidance issued by the Department.

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COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
 - Discussed at staff briefings or sub school meetings, as required
 - Included in Staff Administration Manual
 - Made available in hard copy from the school administration upon request

Information for parents and students on supervision before and after school is available on our school website.

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	12 September 2024
Approved by	Principal
Next scheduled review date	September 2026

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

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