



# Aurora School

## Yard Duty

### DET POLICY TEMPLATE (may 2022)

#### 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

#### Yard duty

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

The Nominated Yard Duty Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Aurora School, school staff will be designated a specific yard duty area to supervise.

#### **Yard duty equipment**

School staff must:

- Be familiar with the yard duty information pack containing student health and safety information stored located in the rooms in the blue file pockets on the wall (near the offices)

#### **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 duty, supervising school staff must:

- Engage with children in the designated zone ensuring active supervision of all



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- ensure students remain in their designated zones
- be alert and vigilant
- Redirect children if behaviour becomes unsuitable or dangerous
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as

If being relieved of their duty by another staff member, 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 needs to leave duty during the allocated time, they should contact let the other person on duty know. If they are unable to do duty for any reason, an alternative will be discussed prior to duty

Children will be encouraged to speak to the supervising yard duty staff member if they require assistance during break times.

### 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 discuss this with the Educational Support person in their room.

### School activities, camps and excursions

All staff are responsible for ensuring that students 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

### Digital devices and virtual classroom

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

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

- student attendance will be monitored
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes

### Students requiring additional supervision support

Sometimes children will require additional supervision, such as children with disability or other additional needs (medical etc) . In these cases, Aurora School Leadership team will ensure arrangements are made to roster additional staff as required. This may include on duty, in the classroom or during school activities.



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### 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 briefings or meetings, as required
- Included in our staff handbook
- Made available in hard copy from school administration upon request

### 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	20 June 2022
Approved by	Principal
Next scheduled review date	June 2024

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