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PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Birmingham PS, 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

Birmingham Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff are not required to, and nor are they available to, supervise students.

Due to the significant impact of traffic to begin and end each school day, our supervision at those times is centralised to Francis Crescent. There is a large amount of staff movement throughout the remaining in-bounds areas of the school after 8:45am and before 3:45pm. As such, school staff will be available to supervise most areas of the school during these times.

Parents and carers should not allow their children to attend Birmingham Primary School outside of these hours. Families are encouraged to contact the school's Out of School Hours Care Service (OSHCS) on 0418 289 624 or refer to <https://birminghamps.vic.edu.au/out-of-school-hours-care-service/> for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member may, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school,
- place the student in the schools before school hours care program,
- 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 the school's 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

Permanent and part-time teaching staff at Birmingham PS are expected to assist with yard duty supervision and are included in the weekly roster.

At Birmingham PS, the yard duty timetable is communicated via an “always on” Google spreadsheet which can be accessed by staff at any time via any internet connected device and from anywhere in the world. This innovation reflects that the yard duty roster is subject to change due to external forces (for example, due to the presence of CRTs or the effects of incursions and excursions to name a few).

The Assistant Principal (Daily Org) is responsible for:

1. Preparing, monitoring and communicating the yard duty roster on a regular basis.
2. Accurately reflecting any adjustments to the expected timetable as soon as possible after the need for change is known.

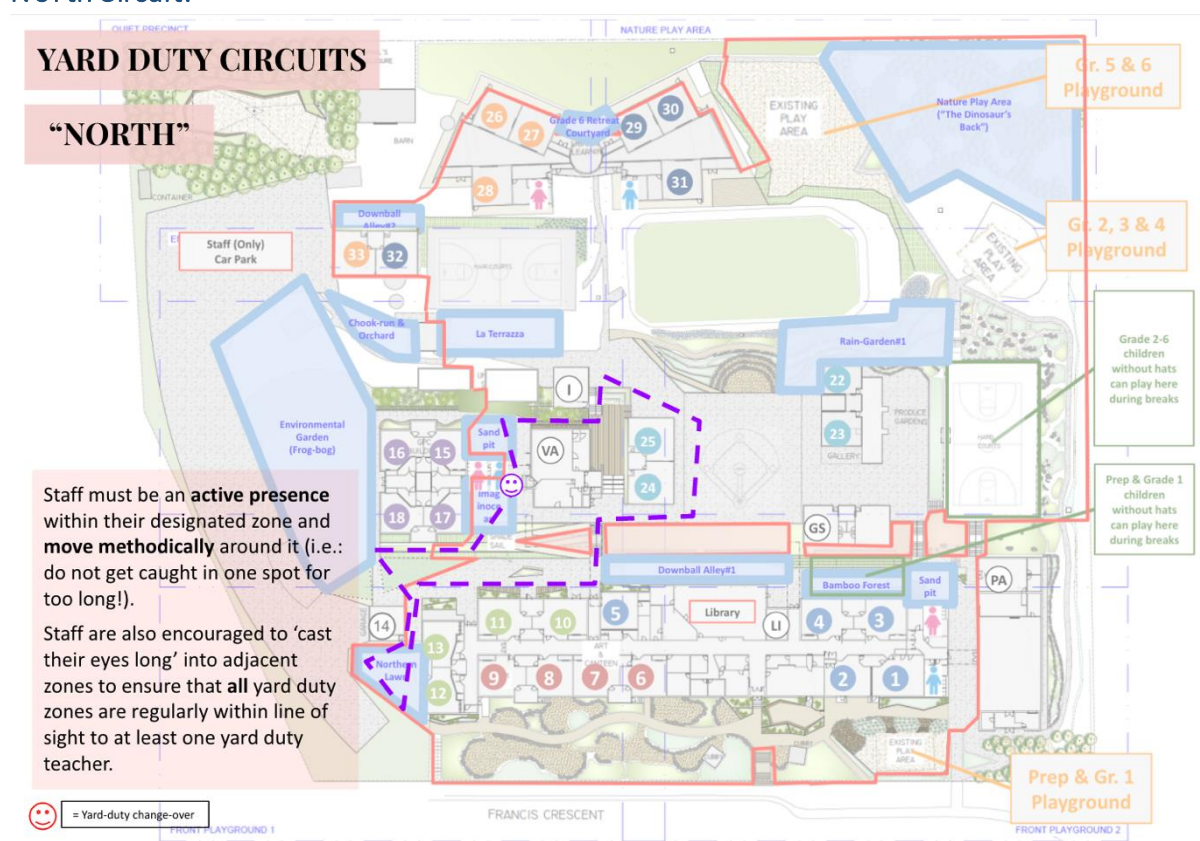
Education Support staff are also timetabled to additional supervisory roles during recess time and lunchtime. These additional supervision interventions are responsive to local context. The Assistant Principal (Student Wellbeing) is responsible for preparing, monitoring and communicating the Education Support yard duty roster as necessary.

Yard duty zones:

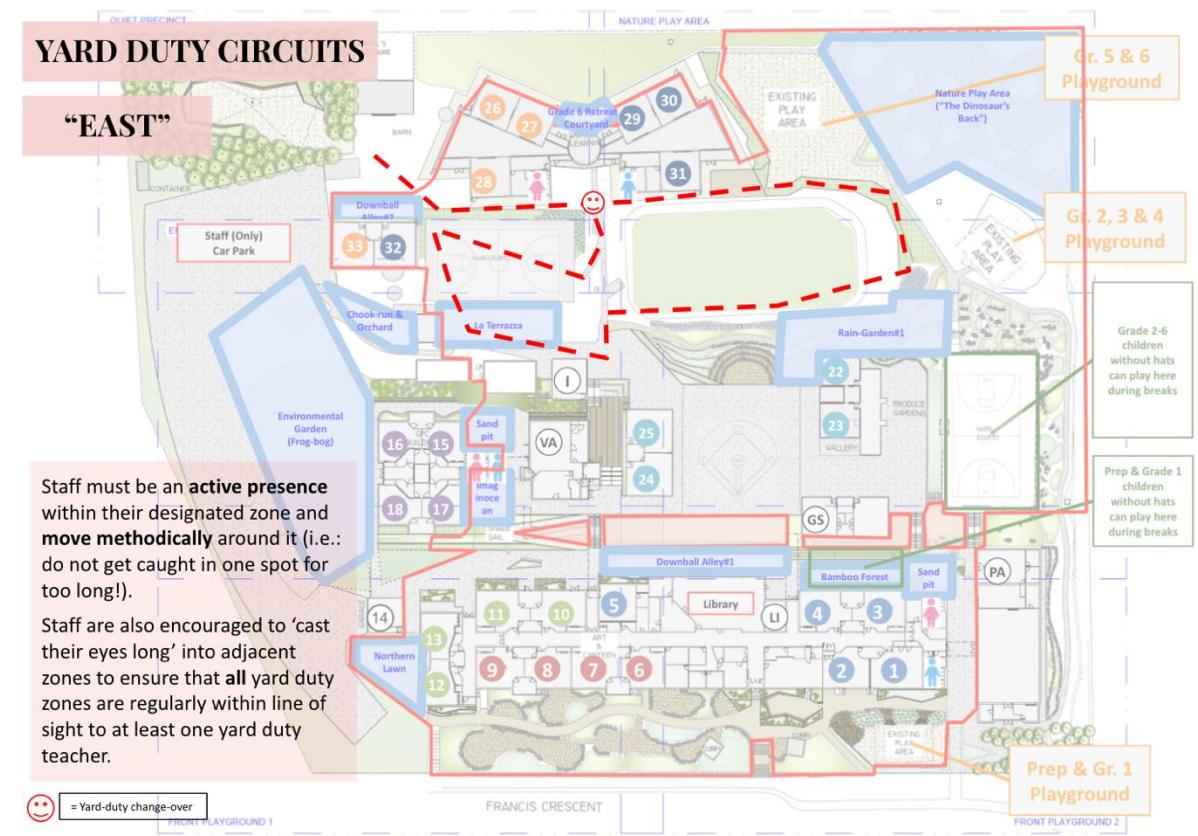
The designated yard duty areas for our school are: North, East, South and West. They can be seen in detail, [here](#).

**The following images are smaller representations of what can be accessed in the ‘host’ presentation:*

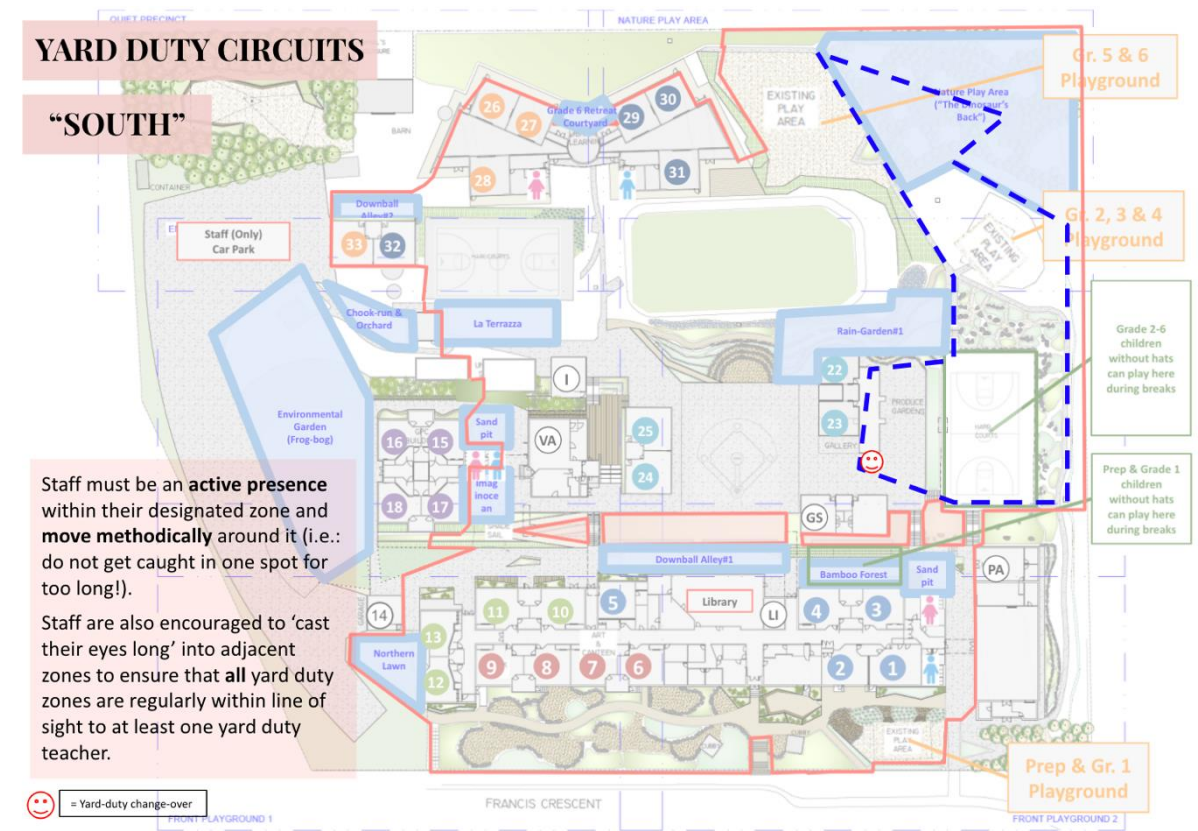
North Circuit:



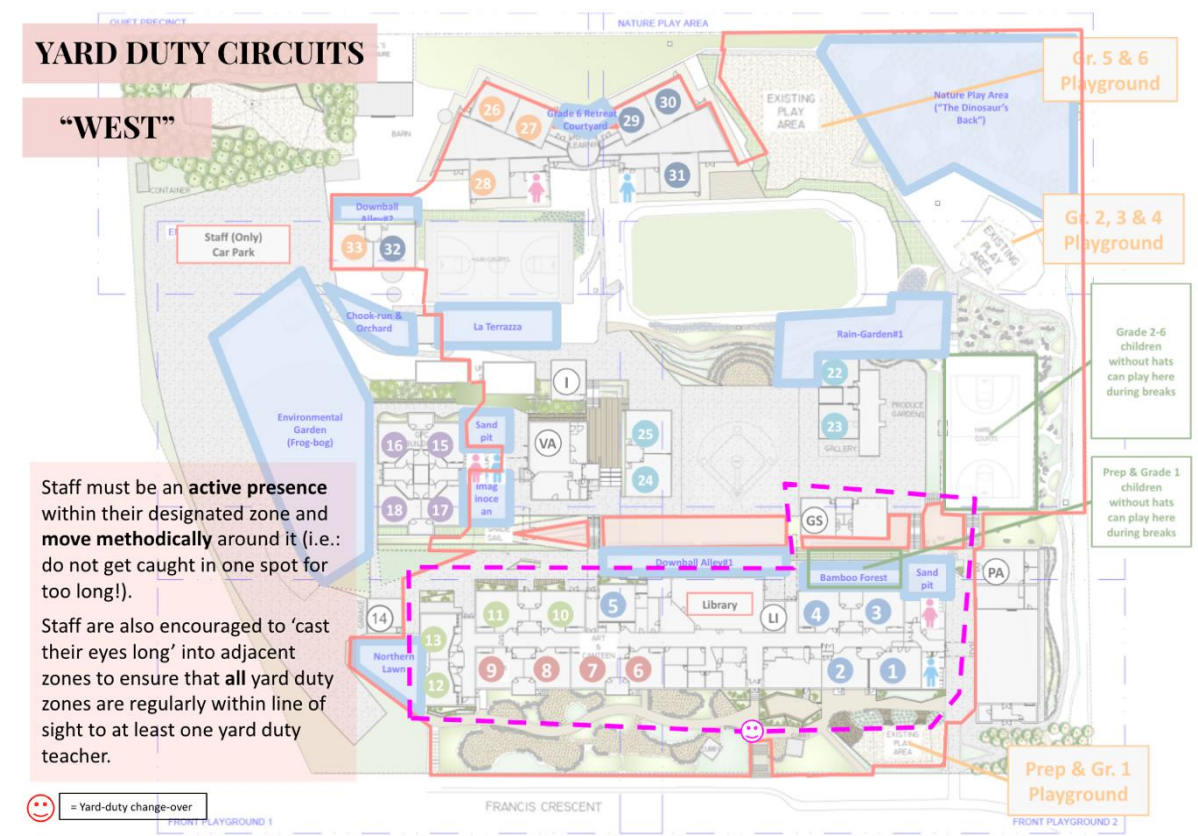
East Circuit:



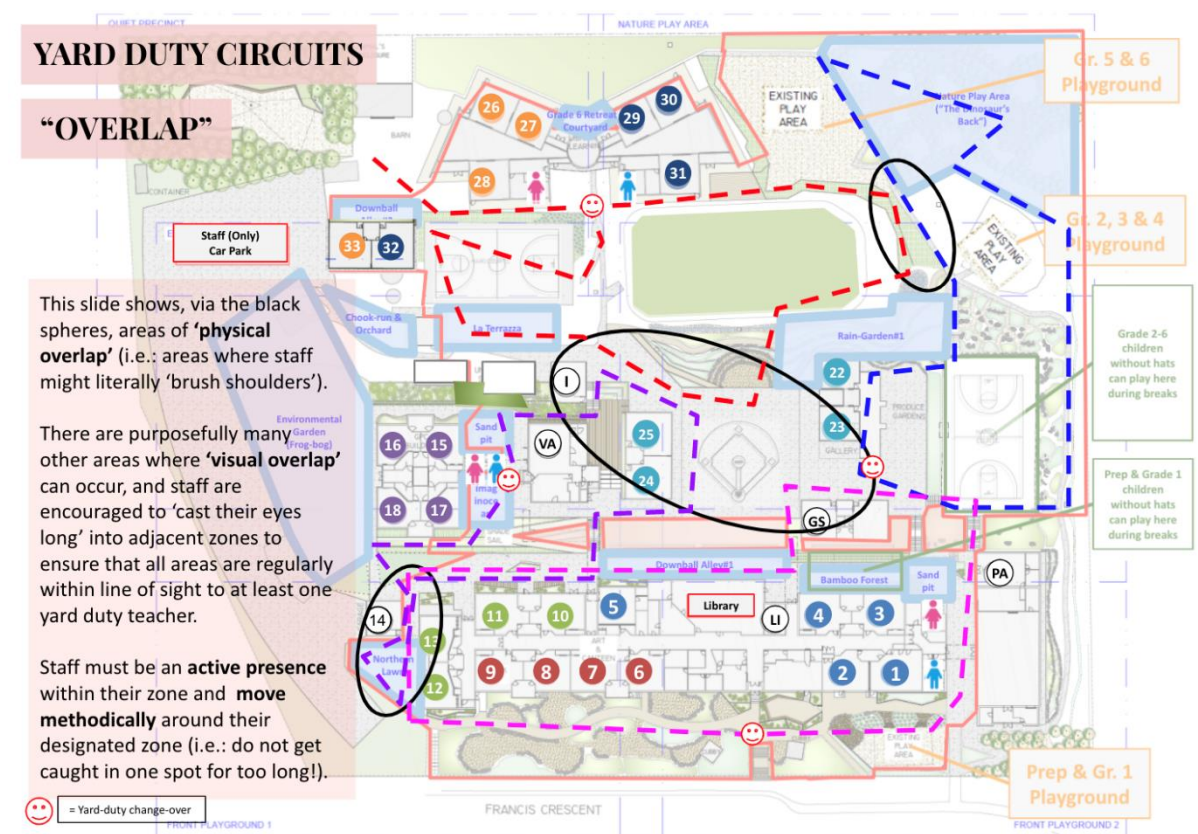
South Circuit:



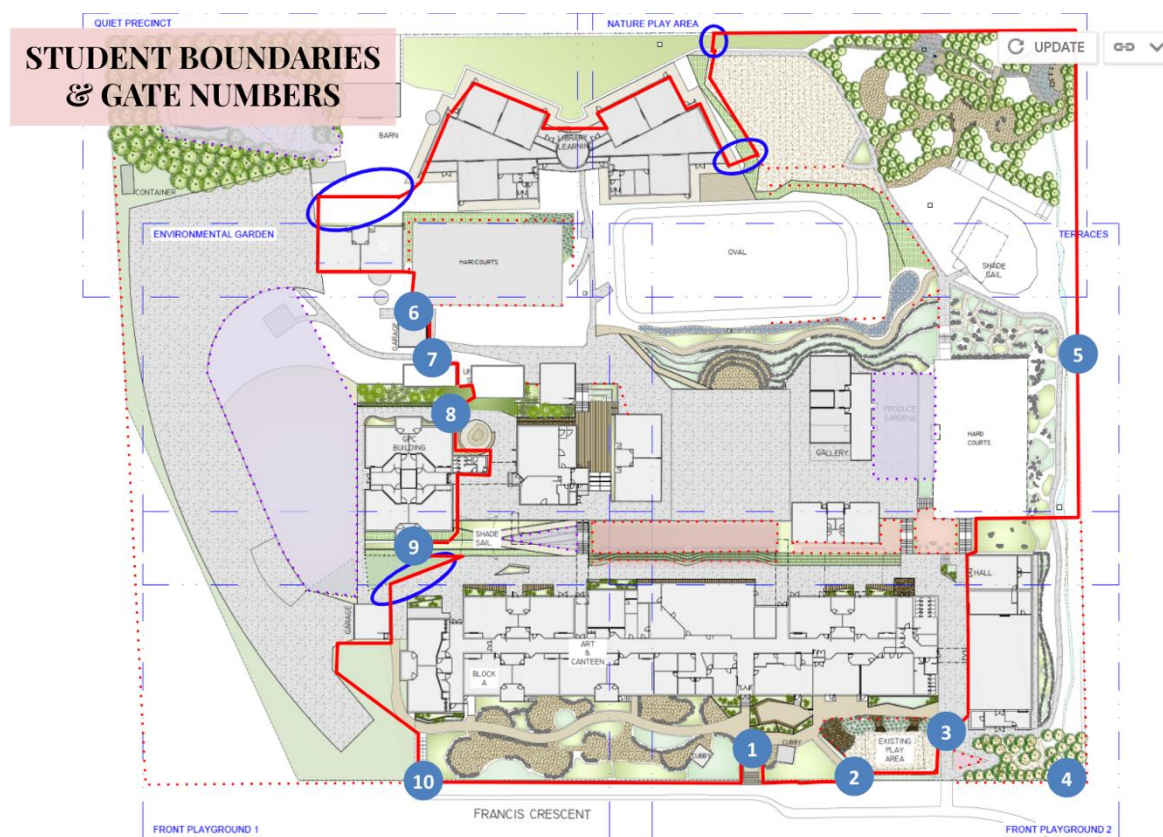
West Circuit:



Areas of ‘Line-of-Sight’ Overlap:



Student Boundaries and Gate Numbers:



Yard-duty equipment:

At all times during their supervision shift, school staff are expected to:

- wear a safety/hi-vis vest,
- carry a supplies bag/satchel containing:
 - basic first-aid supplies
 - 'referral' tickets (to refer students to the first aid room),
 - a yard duty information pack (containing student health and safety information such as allergies, anaphylaxis, frequent absconders, parents who pose a serious risk to safety, etc)
- carry their mobile phone *OR* one of the school's ^integrated yard duty phones (^coming in 2022).

The safety/hi-vis vest and supplies bag must be:

- collected from the school office prior to the first period of supervision,
- handed to the relieving staff member at the changeover of supervision,
- returned to the school office after the second period of supervision.

Yard Duty Equipment (NOTES):

*Stocks of basic first-aid supplies (including referral tickets) in the supply bags will be monitored and re-stocked by school office staff.

**Integrated yard duty phones will be kept charged by school office staff.

Yard-duty responsibilities

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, also casting their eyes into adjacent zones to ensure that all areas are regularly within line of sight to at least one yard duty teacher
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences, in accordance with any relevant disciplinary measures as set out in the school's [Student Engagement and Wellbeing](#) policy
- ensure that students who require minor first-aid assistance receive it as soon as practicable, and/or that students who require a higher level of treatment or more sustained observation are referred to the first-aid office as soon as practicable
- log any incidents or near misses as a 'Chronicle' entry on Compass,
- 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.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Assistant Principal 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 Assistant Principal or the office, or 'hail' a colleague, 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 call the Assistant Principal or the office, **but not leave the designated area until a replacement staff member has arrived**.

Should students require assistance during recess or lunchtime, they are encouraged to seek and speak to a supervising yard duty staff member.

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 a neighbouring teacher for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Students needing to go to the bathroom etc. will go with a partner.

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.

The Assistant Principal (Daily Org) has developed [Birmingham Primary School's "Event Pre-planning Form"](#) to:

1. ensure that appropriate supervision has been planned for school activities, camps and excursions and
2. assist organising staff to "think all the right thoughts" as they consider the:
 - a. planning (including risk management planning),
 - b. actions and

- c. curriculum role of this proposed event. On an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

Digital devices and virtual classroom

Birmingham PS follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices. The policy outlines measures that we take to support students to engage with digital technology in a safe and responsible way.

Acceptable Use Agreements:

To ensure that students are aware of behavioural expectations when engaging in digital learning activities, Birmingham Primary School uses Acceptable Use Agreements. These play an important part in describing how the school educates and supports its students, as well as describing the expectations on students themselves to be safe, responsible and ethical users of digital technologies.

Privacy In Online Environments:

Our school uses online tools, such as apps and other software, to effectively collect and manage information about your child for teaching and learning purposes, parent communication and engagement; student administration; and school management purposes. When our school uses these online tools, we take steps to ensure that your child's information is secure.

You can read our '[Online Services In Our School](#)' information, here. If you have any concerns about the use of these online tools, please contact us.

Some of your questions might also be able to be answered by the information contained in the "DET Schools Privacy Policy (and supporting documentation)" section of the 'Overarching DET Policies' tab on the [Birmingham Primary School website](#).

Digital copyright:

Birmingham Primary School reminds students and families that digital material on the internet is protected by copyright in the same way as other copyright works.

Posting Photographs Online:

Birmingham Primary School is aware of the risks involved when including photographs of students in online platforms and applications. We proactively seek consent via this informative Google Form: [Parent Consent for the \(possible\) use of Photographs, Films and/or Audio Recordings of their Child/ren](#).

Students Using Mobile Communication Devices:

From Term 1, 2020, students who choose to bring mobile communication devices (phones, watches, etc) to school must have them switched off and securely stored during school hours unless an exception has been granted. The school's Mobile Phone Policy offers further information.

Cybersafety Education:

Online safety education is included within the school's curriculum planning and is taught explicitly.

Working With Parents:

Parents and/or carers have an important role in helping our students to use digital technologies safely and responsibly. Birmingham Primary School assists parents to support their children in the digital world by providing them with useful information about existing and emerging technologies via information sessions and by engaging school council in the development and review of relevant policies.

In recent times, Victoria's remote learning arrangements have welcomed families into the digital learning spaces that we have available for our students, as well as demonstrating the expected behaviours and protocols surrounding their use.

Students involved in virtual and remote learning programs (i.e.: UNSW, VHAP, VCES):

Birmingham Primary School will ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised by a designated teacher, leadership staff member or Education Support staff member in an appropriate space.

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 that appropriate arrangements are in place.

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. In these instances, it is important to note that parents are responsible for the appropriate supervision of students accessing virtual classrooms from home, however:

- student attendance will be monitored by the designated classroom teacher,
- any wellbeing or safety concerns for the student will be managed in accordance with the school's usual processes (refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information).

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
- Uploaded to our school website
- 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](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|----------------------------|
| Policy last reviewed | February 2022 |
| Approved by | Principal – Trish Enzinger |
| Next scheduled review date | February 2023 |

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