

# Yard Duty and Supervision Policy

December 2022



**VIRTUAL  
SCHOOL VICTORIA**



## Help for non-English speakers

If you need help to understand the information in this policy please contact Virtual School Victoria on 8480 0000 or [feedback@vsv.vic.edu.au](mailto:feedback@vsv.vic.edu.au).

# Purpose

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

# Scope

This policy applies to all teaching and non-teaching staff at Virtual School Victoria (VSV), 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, as outlined in the [Duty of Care Policy](#), as governed by the Child Safe Standards.

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

VSV's grounds are supervised by school staff from 8:30am until 4:30pm. Outside of these hours, school staff will not be available to supervise students unless otherwise arranged.

During open hours, as advertised on our website <https://www.vsv.vic.edu.au/contact> our common areas are supervised which include the Digital Learning Area, reception and foyer. Other areas such as conference rooms and meeting rooms are supervised as required.

Parents and carers are advised through our website of our open hours, and will be directly communicated designated pick up and drop off times during incursions and excursions, and that they should not allow their children to attend VSV outside of these hours.

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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

## Yard duty (Incursions)

Participating staff at VSV are expected to assist with yard duty supervision during incursions.

At VSV, the Principal, or their nominee, is responsible for preparing and communicating the required supervision procedures prior to an incursion.

## Yard duty (Incursion) zones

The designated yard duty (incursion) areas for our school are:

Zone	Area
Reception	Ground Floor
Digital Learning Lounge	Ground Floor
Science Laboratory	Ground Floor
Conference Rooms 1	Ground Floor
Conference room 2	Ground Floor
Canteen	Ground Floor
Front Courtyard	Outside



## 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 clear legitimate purpose, and ensure they have signed-in with reception.
- 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, Inclusion and Wellbeing Policy](#).
- ensure that students who require first aid assistance receive it as soon as practicable, and staff are aware where first aid stations and EpiPen's are located.
- log any incidents or near misses as appropriate through eduSafe.

If being relieved of their supervision shift by another staff member (for example, where the shift is 'split' into two 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 incursion supervision at the designated time, they should contact a member of Principal Class with as much notice as possible prior to the relevant supervision shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave incursion supervision during the allocated time, they should contact the organising teacher 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 incursion supervision the staff member currently on duty should notify the organising teacher and not leave the designated area until a relieving staff member has arrived.

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

### School activities, camps, incursions 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](#).

The classroom teacher is responsible for the supervision of all students in their care during incursions.

If a classroom teacher needs to leave the incursion unattended at any time during the designated time, they should first contact their teaching team for assistance, or otherwise notify the relevant Student Coordinator. The teacher should then wait until a replacement staff member has arrived before leaving.

### Online Classroom

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

VSV will ensure appropriate supervision of students when participating in synchronous online school activities such as online classes. See the [Safe and Inclusive Virtual Learning Policy](#) for details on the strategies adopted by VSV to provide a safe and inclusive environment for students.

VSV monitors and records student attendance at scheduled synchronous online classes in accordance with our Attendance Policy.

## Directly enrolled students

Ensuring appropriate adult physical supervision of students while undertaking their learning virtually is the responsibility of parents/carers as per the enrolment agreement. See [Direct Enrolment Handbook](#) for more details.

VSV's approach to monitoring directly enrolled students' engagement in asynchronous online learning and student wellbeing is set out in the [Student Wellbeing, Inclusion and Engagement Policy](#).

## Students in schools

The nominated supervisor at the home school where the student is learning is responsible for the physical supervision of students enrolled at VSV under the 'Students in Schools' enrolment category. The physical supervision of the student is the responsibility of the parent/carer when the student is learning from home. See [Students in Schools Enrolment Handbook](#) for more details.

## Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with a disability or other additional needs. Principal Class, in conjunction with organising teacher/s, ensure arrangements are made to roster additional staff that exceed minimum student: staff supervision ratios to cater for the high number of vulnerable VSV students, or if a parent or support worker is in attendance. This includes during excursions, incursions or other school activities but does not apply to online classes.

## 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](#)

# Communication

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

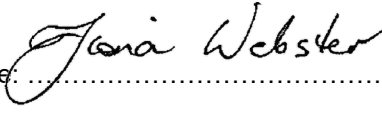
- Available publicly on the VSV website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required

# 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

<b>Created date</b>	<b>December 2022</b>
<b>Consultation</b>	School Council – Date: 18 <sup>th</sup> October 2022 – 13 <sup>th</sup> December 2022  School Community – Date: 18 <sup>th</sup> October 2022 – 28 <sup>th</sup> October 2022
<b>Endorsed by</b>	<b>Fiona Webster</b> Executive Principal  Signature:  .....
<b>Endorsed on</b>	<b>Date: 13<sup>th</sup> December</b>
<b>Next review date</b>	<b>October 2024</b>

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



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