BADEN POWELL COLLEGE

YARD DUTY & SUPERVISION

Policy 2026

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

SCOPE
This policy applies to all teaching and non-teaching staff at Baden Powell College, 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 Baden Powell College as they arise. It also plays a vital role in helping discharge our duty of care to students.

The College 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.

Supervision arrangements will be consistent with the College Child Safety Risk Register and will take account of reasonably foreseeable risks, including the physical environment, obstructed sight lines, private or poorly visible spaces, student needs and vulnerabilities, third-party providers and online environments.

Students must always be supervised by a staff member who holds current Victorian Institute of Teaching (VIT) registration and/or a valid Working with Children Check (WWCC), as applicable to their role. Students must not be used as supervision staff.

Baden Powell College 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
Baden Powell College's grounds are supervised by school staff from 8:30am until 3:15pm. Outside of these hours, school staff will not be available to supervise students. Before and after school, school staff will be rostered to supervise designated entrances, exits and courtyard areas at both campuses. Supervision arrangements will take account of entry and exit points, road traffic conditions and designated pick-up and drop-off areas.

Parents and carers will be advised, through regular college publications such as College Newsletters and college social media, that they should not allow their children to attend Baden Powell College outside of these hours. Families will be encouraged to contact TheirCare for more information about the outside school hours care services available to our Baden Powell College community.

Parents and carers are responsible for the care and supervision of students travelling to and from school and outside the College's stated before- and after-school supervision times.

If a student arrives at school before supervision commences at the beginning of the day, a member of the administration team will 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, a member of the administration team, with assistance from leadership where necessary, 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.

After School Detentions/Homework Club

Students who are required to attend after school detention or wish to attend after school Homework Club outside of school hours will do so with written parent consent and be supervised by a designated staff member.

Yard duty

All staff at Baden Powell College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser is responsible for preparing and sharing the yard duty roster each term and communicating changes, due to absences, on a daily basis via Compass.

Yard duty areas

At Baden Powell College, staff will be designated a specific yard duty area to supervise. The designated yard duty areas for our school are mapped out and communicated to staff.

Yard duty equipment

When on yard duty school staff must:

- wear a sun smart hat (in term 1 and term 4)
- wear a provided hi-vis vest.
- always carry a provided yard duty first aid bumbag.
- carry and be familiar with the yard duty folder information containing student health and safety information relating to students with serious medical conditions or those who pose a serious risk to safety.

Every staff member is provided with their required yard duty equipment at the beginning of the year and is responsible for keeping it safe and well stocked. There is a station in each staff room to re-stock band aids and first aid passes should a staff member run out.

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.

Active supervision is more than just a duty; it's a responsibility that helps shape the school environment. During yard duty, supervising school staff must:

- maintain a vigilant presence outside, ensuring our students are always safe and secure.
- methodically move around the designated zone ensuring active supervision of all students
- where multiple staff (Teachers & ESOs) are rostered to the same area, spread out and are roving high traffic areas and blind spots regularly to limit potential problems.

- At the end of recess and lunch, staff must actively usher students from their designated area and remain responsible for supervision until students have safely moved to the next supervised setting. Staff must not leave students unsupervised in yard areas while moving to class lines or other duties.
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard.
- Reinforce designated out-of-bounds areas and monitor higher-risk locations, including blind spots, secluded areas and other spaces identified through the College Child Safety Risk Register.
- implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the Baden Powell College's Student Engagement policy.
- follow up yard incidents promptly and document them on Compass so that all staff can see what has happened, how it was followed up and the consequences that were put in place.
- ensure that students who require first aid assistance receive it as soon as practicable.
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in at the Admin Building.

If being relieved of their yard duty shift 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 half of duty.

College leaders may conduct regular walk-arounds of classrooms and school grounds to monitor supervision practices and provide coaching, feedback or professional learning where required.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact a member of the Principal Class Team 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 a member of the Principal Class Team 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 call the Admin Team and not leave the designated area until a relieving staff member has arrived.

Toilets and changerooms

The College will maintain appropriate supervision arrangements for students using toilets and changerooms while preserving student privacy and dignity. Risk controls will take account of the layout of these spaces, the number and age of students using them, known student needs and identified child safety risks.

Students and staff will be reminded of expected behaviour in and around toilets and changerooms, how to report concerns or inappropriate behaviour, and any local arrangements for students travelling to these areas. As far as practicable, toilet access will be managed so that similarly aged students use the same facilities.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class time.
If a student is required to leave the classroom at any time, they are only to do so with teacher permission. Students who are out of class (visiting the bathroom, library, canteen or going to an intervention group) are required to wear a Baden Powell College 'Out of Class' Lanyard. When students leave the classroom, without a teacher, they are always sent with a partner.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the admin Team for assistance. The teacher should then wait until a leader or replacement staff member has arrived at the classroom before leaving.

Visitors and external providers
Teachers remain responsible for supervising their students during programs delivered by visitors or external providers. Visitors do not have authority to independently supervise students. Supervision arrangements involving third parties must also address relevant child safety risks and the College's Visitors Policy.

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. Appropriate supervision will be planned for each activity according to the nature of the activity, the students involved and the level of foreseeable risk. Camps, excursions, swimming and water-based activities must comply with the specific supervision and staff-to-student ratio requirements in the Department's Excursions and Swimming Instruction and Water Safety Education policies.

Digital devices and virtual classroom
Baden Powell College follows the Department's Digital Technologies – Responsible Use policy. Students must be adequately supervised when using digital technologies in the classroom and when engaged in online learning, consistent with the College's duty of care and child safety obligations.

Baden Powell College will also ensure appropriate supervision of students participating in remote, flexible, and virtual learning while on school site. In these cases, students will be always supervised by a staff member.

Students requiring additional supervision support -
Some students may require additional supervision because of disability, behavioural needs, health needs or other vulnerabilities. The College Leadership Team will ensure reasonable, risk-based arrangements are made, which may include additional staffing or adjusted supervision in the yard, classroom, toilets/changerooms, or during school events and activities.

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 staff induction processes

Information for parents and students about before- and after-school supervision arrangements will be published on the College website and communicated regularly to families through College communication channels.

This policy was last ratified by School Council in....	**October 2026**