

# Yard Duty & Supervision Policy

YARRAGON PRIMARY SCHOOL: No.2178

## PURPOSE:

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

## SCOPE:

This policy applies to all teaching and non-teaching staff at Yarragon Primary School, 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

### Before and after school

Yarragon Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students. Before school there are 2 staff members in the school yard for supervision – one at the main entrance and the other at the basketball court. After school, school staff will supervise in the same areas.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Yarragon Primary School outside of these hours. Families will be encouraged to contact the school directly on (03) 5634 2375 for more information about the before and after school care facilities available to our school community. Families are also encouraged to use our After-Hours Care service (TheirCare) if they are requiring care before and after school.

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

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- 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

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

The Principal or alternative nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Yarragon Primary School, school staff will be designated zones for yard duty supervision that rotate (where possible) through both zones of the school (I.E. at least 1 duty in each area a week). There may be some adjustments made to yard duty requirements and these are at the discretion of the school principal.

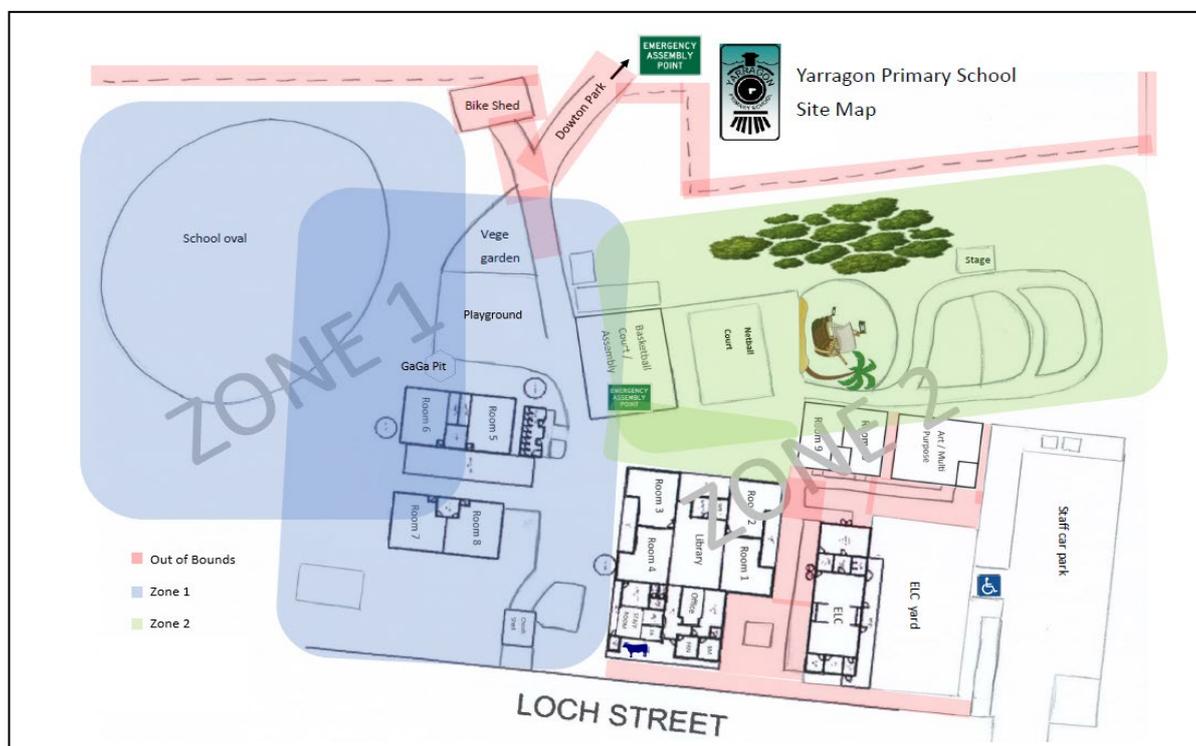
## **Yard duty zones**

The designated yard duty areas for our school are;

<b>Zone</b>	<b>Area</b>
Zone 1	Oval, Playground, Vegetable Gardens, Basketball Court, Classrooms 5-8, Toilets, Long Jump Pit, Frog Bog, Chook Shed, Eating Area
Zone 2	Basketball Court, Netball Court, Pirate Ship, Stage/Grass Area, Forest, Eating Area

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Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the classroom and in the staffroom.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staffroom.
- Be familiar with the yard duty information pack containing student health and safety information in the yard duty folders in the staffroom.
- Yard duty folder.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

## 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 in figure-8 movement.
- 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 policy
- ensure that students who require first aid assistance receive it as soon as practicable

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- log any incidents or near misses as appropriate in the yard duty folder and send students to the Re-Think and Re-Engage room as per the schools Behaviour Management Policy.

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 staff member is unable to conduct yard duty at the designated time, they make reasonable attempts to swap duties with another staff member before approaching with 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 school office or principal, 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 contact the school office or principal and not leave the designated area until a relieving staff member has arrived.

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

## Classroom

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

If a student needs to leave the classroom for any reason, that student should be accompanied by a peer or by a relevant staff member (for example: ES). Students leaving the classroom space to go to the toilet, should do so in pairs.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their buddy teacher to watch their students, or the principal/relevant leadership team member for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

## 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 will follow the supervision requirements in the Department of Education [Excursions Policy](#).

## Digital devices and virtual classroom

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

Yarragon Primary School 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 within designated classroom spaces in the school, or for smaller groups – the library space.

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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 Google Meet sessions, attendance roles marked on Compass and a wellbeing/check-in spreadsheet.
- 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 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 arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school 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.

## Other areas requiring supervision

Students using the library space during lunch break can only do so with the appropriate staff supervision. The library will open on designated days and times for students to participate in a variety of activities that will be organised and supported by an ES staff member, with a teaching staff member also present nearby in the Re-Think and Re-Engage space.

## **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
- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request.

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

## **FURTHER INFORMATION AND RESOURCES:**

- the Department's Policy and Advisory Library (PAL):
  - [Child Safe Standards](#)
  - [Digital Technologies - Responsible Use](#)
  - [Duty of Care](#)

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- Excursions
- Supervision of Students
- Visitors in Schools

## POLICY REVIEW AND APPROVAL:

Policy last reviewed	November 2025
Approved by	Principal
Next scheduled review date	November 2027

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