

Yard Duty and Supervision Policy

Responsibility: Assistant Principal

Reviewed by Council: June, 2023

Due for Review: June, 2026



Help for non-English speakers

If you need help to understand the information in this policy, please contact Wooranna Park Primary School via phone (03) 9795 2007 or email wooranna.park.ps@education.vic.gov.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 Wooranna Park Primary School, including education support staff, casual relief teachers and visiting teachers.
Implementation	<p>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.</p> <p>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.</p> <p>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.</p> <p>Before and after school</p> <p>Wooranna Park Primary School's grounds are supervised by school staff from 8:30am until 3:45pm. Outside of these hours, school staff will not be available to supervise students. The school is committed to regularly informing our school community of these times through our community newsletter. We do this at the beginning of each term.</p> <p>Before and after school, school staff will be available to supervise the following areas:</p> <ul style="list-style-type: none">• Asphalt – Little house to 5/6 Playground• Front of the school <p>Parents and carers should not allow their children to attend Wooranna Park Primary School outside of these hours. Families are encouraged to contact VillageOSHC (https://villageoshc.com.au/) for more information about the before and after school care facilities available to our school community.</p> <p>If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will consider whether it is appropriate to follow up with the parent/carer to:</p> <ul style="list-style-type: none">• 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
- place the student in an out of school hours care program (if available)
- contact Victoria Police and/or the Department of Families, Fairness and Housing (DFFH) to arrange for the supervision, care and protection of the student.

Yard duty

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

The Yard Duty timetable coordinator is responsible for preparing and communicating the yard duty roster on a regular basis. At Wooranna Park Primary School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school as at Term 1, 2023 are outlined below:

- Asphalt – Little house to 5/6 Playground
- Prep Playground and Orange Slide
- Oval and Orange Slide



Asphalt – Little house to 5/6 Playground



Oval to Orange Slide



Prep Playground to Orange Slide

Yard duty equipment

School staff must:

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

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 teacher. A bell will sound during recess and lunch to indicate the beginning of the second half duty.

During yard duty, supervising staff must:

- 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 (excluding drop off and collection periods)

- methodically move around the designated zone ensuring active supervision of all students
- ensure students remain in their designated year level zones
- 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
- log any incidents or near misses as appropriate on Xuno
- regularly acknowledge positive behaviour through our schoolwide raffle ticket system

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 should contact a member of the Leadership 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 the office 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 office 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 teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the front office for assistance. The teacher must wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

If a student needs to leave the class at any time they must be accompanied by another student or member of staff.

If a student needs to leave the classroom due to behavioural concerns the classroom teacher must follow our whole school disciplinary procedures outlined in the *Student Wellbeing and Engagement 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 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](#).

Digital devices and virtual classroom

Wooranna Park Primary School follows the Department's *Cybersafety and Responsible Use of Technologies Policy* with respect to supervision of students using digital devices.

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Wooranna Park 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 in a central learning 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 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.

Library

Students will have the opportunity to borrow each week from the school library with their grade. If they wish to return/borrow a book outside of this time they must be supervised by a member of staff.

Computer Lab

Students will be supervised by a member of staff when using the computer lab.

Breakfast Club

Wooranna Park Primary School provides breakfast club each morning from 8:15am to 8:45am. Breakfast club is open to students and their families and there is no charge to attend. The breakfast club is supervised by a teacher with the support of community volunteers.

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 at the beginning of each term
- Made available as a 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.
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Related Documents

DET Policies:

- [Supervision of Students](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

School Policies:

- [Visitors](#)