

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Yarra Road Primary School on 9723 4182.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Yarra Road 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

Yarra Road Primary School's grounds are supervised by school staff from 8:45 am until 3:45 pm. Outside of these hours, school staff will not be available to supervise students.

The Front and Back zones are supervised before and after school by rostered staff from 8:45 – 9 am and from 3:30 until 3:45 pm. Upon arrival in the morning students are to make their way to the Front zone to await the 8:50 am bell which signals students to move to their class line up area, where teachers will meet them.

Parents and carers will be advised through news feed via Compass and regular reminders in our newsletter that they should not allow their children to attend Yarra Road Primary School outside of these hours.

Families are encouraged to contact TheirCare on 1300 072 410 or via theircare.com.au for information about the before and after school care services 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 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 teacher on duty should take them to the office and 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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

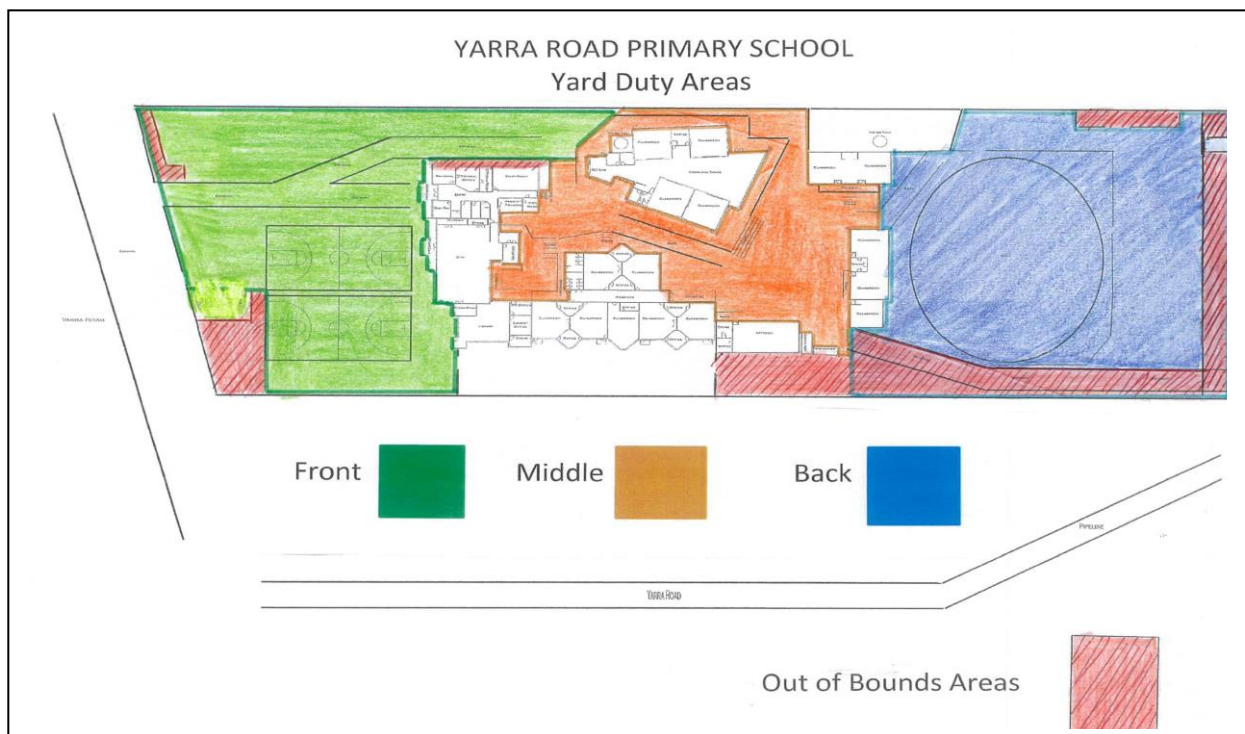
All staff at Yarra Road Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal or assistant principal is responsible for preparing and communicating the yard duty roster to staff on a regular basis. At Yarra Road Primary School staff are allocated to supervise specific yard duty zones, at specific times.

Yard Duty Zones

The designated yard duty areas for our school as at Term 1, 2024 are, (and as shown below):

Zone	Area
Front	From the Yarra Road boundary fence to the Admin Office building and top of the front driveway.
Middle	From the rear of the Admin Office building to the oval ramp including behind the Bower (BER) Building.
Back	The oval and sanctuary to the Power Street boundary.



Yard duty equipment

School teaching staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in teacher offices, extra vests stored on hooks on the back of the staffroom door
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bags will be stored on hooks on the back of the staffroom door
- be aware of the yard duty information cards, which are attached to the yard duty first aid bag.
- carry their mobile phone whilst on duty to enable them to contact the school office in case of an emergency and/or if necessary as outlined below

Yard duty equipment must be returned to the school staffroom, 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 ensuring active supervision of all students
- where safe to do so, approach any unknown visitor who is observed on school grounds, and ensure they have signed in at the school office (excluding drop off and collection periods)
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed
- 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 Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable and refer them on to sick bay as needed

- log any incidents as appropriate via Compass Chronicle and / or eduSafe

When 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 the Principal or 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 school 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 contact the school 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.

[Supervision during wet/excessively hot/extreme weather](#)

On wet, excessively hot or other extreme weather days, students may need to stay indoors during recesses. Teachers will equally share supervision of classes in adjoining spaces. Standalone classrooms will have teachers rostered to ensure supervision of students in maintained.

[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 school office 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 and Training [Excursions Policy](#).

[Digital devices and virtual classroom](#)

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

[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.

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

Information about yard supervision requirements is included in CRT handbooks.

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

FURTHER INFORMATION AND RESOURCES

From 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	September 2024
Approved by Principal	Endorsed by School Council
Next scheduled review date (2 years)	2026

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