

YARD DUTY AND SUPERVISION POLICY

[PARENTS AND STUDENTS]



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 9354 3343.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Pascoe Vale North Primary School (PVNPS), including education support staff, casual relief teachers and visiting teachers.

POLICY

Pascoe Vale North Primary School has a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students to keep all students safe and respond to possible risks at school as they arise.

Management ensures there is a well organised and responsive system of supervision and yard duty in place throughout the school day, and on camps and incursions. during school hours, before and after school, and on school excursions and camps and other school activities.

Before and after school

School grounds are supervised before school at 8:45am, (excluding the oval playground) and from 3.15 until 3:30pm at all exit gates (excluding front and oval playgrounds). Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or during a supervised extracurricular activity).

Parents will be informed in the newsletter that staff members are not rostered on yard duty until 8:45am each morning. Parents are discouraged from sending their children to school before this time and students at school before that time may be sent to our TheirCare program at the parent's expense.

Parents will also be informed that staff members will not be rostered to undertake yard supervision after 3:30pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. Unsupervised students still in or around the school yard after that time will be brought to the school office by the supervising teacher and parents contacted. Students not collected by 3:30pm may be sent to the TheirCare program at the parent's expense.

Yard duty

Staff Responsibilities

Supervision of students is the responsibility of all staff. School staff are rostered on for yard duty on a weekly basis before, during and after school. A roster will require a minimum of four staff members on duty at any one time, (recess and lunch) each responsible for supervising a designated area of the school. In addition to this, they are to check the toilets at the beginning of each session to ensure they are child safe. Our level 2 First Aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times. Corridors will be supervised by staff when children are moving to and from breaks and whole class activities.

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:

- move around the designated area 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 a visitor pass and have signed in at the office.
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard.
- enforce behavioural expectations that comply with our school values.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on COMPASS.

Supervising staff members should not leave the designated area until the relieving staff member has arrived. If the relieving staff member does not arrive for yard duty, ask a student or passing teacher to notify the office. Office staff to check timetables and see if a staff member is in the staffroom or alternatively call them over the PA to go to their designated area.

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

An inclement weather, indoor supervision timetable will be observed by teachers when children do not go out in the playground during breaks. This will be declared by the Principal or Assistant Principal.

Yard duty zones

The designated yard duty areas for our school are:

Area	Description
Area 1	Playground
Area 2	Oval – Eastern end, Carpark side and the walkway
Area 3	Oval – Western end and playground
Area 4	Basketball Court



Area 4
Basketball Court

Area 1 -
Playground

Area 3
Oval/Western end

Area 2 – Eastern end,
Carpark side.

Yard duty equipment

School staff must:

- Wear a hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in classrooms.
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in classrooms.
- Be familiar with the active yard duty information
- Be familiar with student health and safety information stored CRT Folders in classrooms
- Use the colour cards provided to all staff in their bum bags to get urgent support when required.



-

Pascoe Vale North Primary School has in place a number of internal policies and procedures to respond to specific circumstances and potential risks in schools, including:

- camps and excursions
- First Aid
- student private property

Classroom

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

If a student leaves the classroom without permission, telephone the office for assistance.

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

Staff members will ensure adequate supervision of students when moving throughout the school to other learning spaces.

Students will go in pairs when using the bathroom or running an errand.

School activities, camps and excursions

Staff members 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

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

PVNPS will also ensure appropriate supervision of students participating in online learning, e.g., VHAP) while at school.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, leadership team 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.

School staff, parents and students are encouraged to speak to our principal, Deborah Crane, if you have any concerns about potential risks at our school, or our duty of care obligations.

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
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Approved by	Principal
Consultation	Staff - February, Newsletter update on before/after school supervision. COMPASS note also sent out.
Next scheduled review date	Every 2 years –February 2028