



Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand this policy, please contact Warrnambool East Primary School 55624100.

Adequate supervision of students in the school yard is a requirement of the school's duty of care. The principal is responsible for making and administering such arrangements for supervision according to the circumstances of the school, and the teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Warrnambool East Primary School (WEPS), 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.

Before and after school

WEPS grounds are supervised by school staff from 8:40am until 3:35pm. Outside of these hours, school staff are not available to supervise students.

Parents are required to make sure that their children have been collected or have left the school grounds by 3:35pm. 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
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

Families are encouraged to contact "Their Care" on 0447 019 194 or refer to www.theircare.com.au for more information about the before and after school care facilities available to our school community.

Bus duty and car park duty each afternoon will be included in the Yard Duty roster.

The yard supervision roster requires staff members to undertake yard duty, for half of recesses on specific days.

The Assistant Principal will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.

The roster will require a minimum of three staff members on duty at any one time, each responsible for supervising a designated area of the school.

Yard duty staff members will be provided with a yard duty bag containing basic first aid supplies, folder and pencil, and a mobile phone for more secluded yard duties.

In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.

Yard duty staff members will keep a record of individual student behaviour.

Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.

Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to either make a swap with another staff member, or discuss the matter with the coordinating teacher.

Staff are required to wear hats during from mid August until the end of April.

Staff on yard supervision must approach intruders or unknown people in the yard and ask them to leave, or alternatively use the phone or office to seek assistance.

Staff members must be prompt at arriving at their yard duty location on time, and must ensure that all students have left the yard before completing their roster.

Students must be signed out of the school using the Compass Kiosk if departing prior to dismissal time. This is to be recorded by the person collecting the student. This person must be a responsible person over 16 years of age.

Yard duty

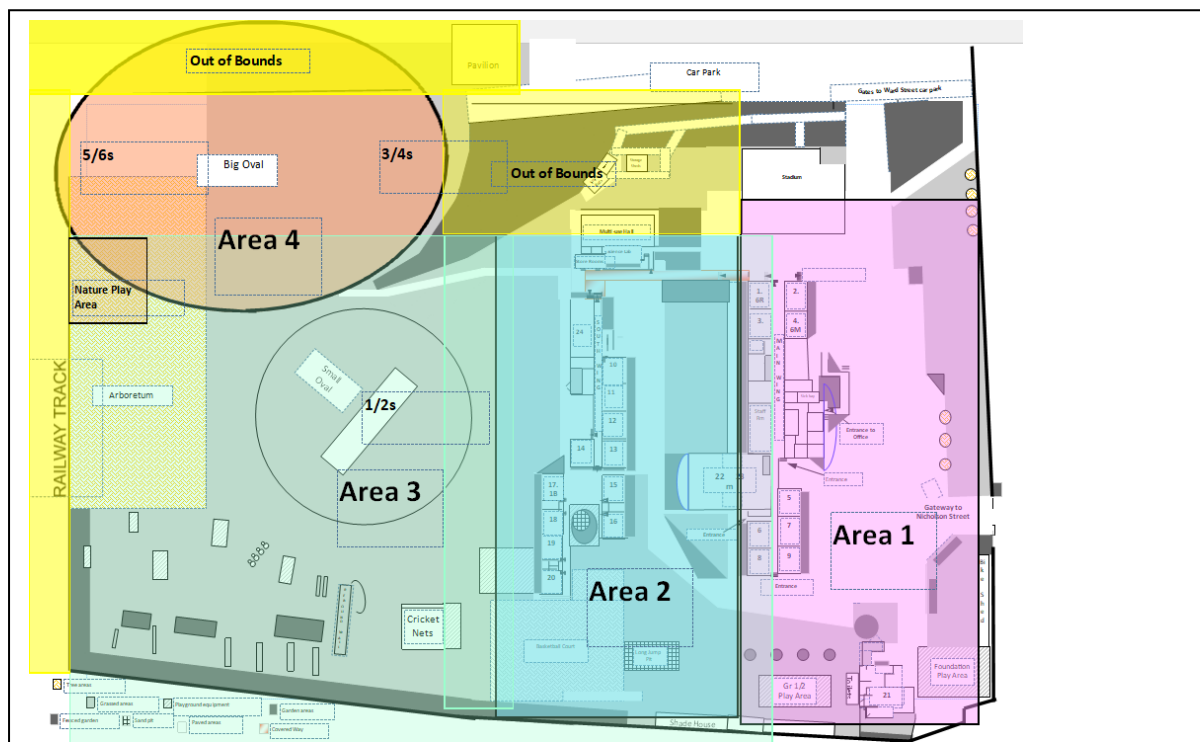
All staff at WEPS are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At WEPS, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at 31/01/25 are

Zone	Area
Area 1	Front of school, foundation playground, ½ playground
Zone 2 Area 2	Basketball Court, assembly area
Zone 3 Area 3	Small oval, arboretum
Zone 4 Area 4	Jones Oval, Nature Play Space

Please note – Area 4 will be open during 1st recess only and closed during 2nd recess.



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 basket outside the staff room.

- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the basket outside the staff room.
- Be familiar with the yard duty information pack containing student health and safety information stored [insert location if your school keeps a pack/folder of any information relating to student health and safety such as frequent absconders, parents who pose a serious risk to safety etc, or delete this point if you don't have this kind of pack/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 teacher.

Education Support Staff who are rostered on rove designated areas.

There are always 4 teachers rostered on yard duty at first recess and 3-4 additional support staff.

There are always 3 teachers rostered on yard duty at second recess and 3-4 additional support staff.

During yard duty, supervising staff must:

- methodically move around the designated zone
- 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 and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate [i.e. in the yard duty log within yard duty folders)
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next 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/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 Principal/Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

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 their closest colleague for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Students must not be left unattended in class at any time. WEPS staff will maintain line of sight at all times.

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.

Digital devices and virtual classroom

WEPS follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

WEPS 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 by rostered classroom teachers.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored with online engagement in classes
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes

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

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;

- Available on the school website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Displayed in the yard duty folder
- Included as a reference in our school newsletter
- 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](#)
 - [Cybersafety and Responsible Use of Technologies](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	January 2025
Consultation	School Council February 2025 School Newsletter LINK February 2025 Staff Bulletin February 2025
Approved by	Principal – Marina Milich
Next scheduled review date	January 2027

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

Is it compulsory for all Victorian government schools to have a policy addressing this issue?	Yes, a school policy addressing this issue is required by Department policy and the Minimum Standards for school registration (including the Child Safe Standards).
Does this policy have to be approved by school council?	No
Recommended consultation	Consultation with your school council is not required for this policy, as it is operational. Principals may choose to present it to school council for noting.
What is the basis of this policy?	<ul style="list-style-type: none">• Minimum Standards for school registration (including the Child Safe Standards)• Common law duty of care
Minimum mandatory review cycle	2 years This policy will also be updated if significant changes are made to school grounds that require a revision of the school's yard duty and supervision arrangements.

