



DONVALE PRIMARY SCHOOL

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school principal 9842 3373.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Donvale 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

Donvale Primary School's grounds are supervised by school staff from 8.45am until 9:00am and then again from 3:30pm until 3.45pm.

Outside of these hours, school staff will not be available to supervise students. Before and after school, school staff will supervise the school drop off and pick up zone, the junior side and the back gate towards DISC.

Parents and carers will be advised through a notification on our school website, regular reminders in our newsletter that they should not allow their children to attend Donvale Primary School outside of these hours. Families will be encouraged to contact Village OSHC on 1300 366 437 or 0370 661 247 or refer to villageoshc.com.au for more information about the before and after school care facilities 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 student will be brought to the office. The Principal, or nominated 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 Donvale Primary School 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 Donvale 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 are as follows:

Zone	Area
Zone 1	Junior Side
Zone 2	Senior Side
Zone 3	Oval



Students are permitted to play on the Junior Side at the playground near the prep rooms, the passive play area, the basketball courts and the front adventure playground.

 Suggested route
 Out of bounds boundary

Junior Duty

Monday-Friday



Students should not go past the undercover area near the water tank, the agapantha bushes near the front of the school, the ramp area or past the undercover area near the artroom. They are not to play on the ramp in front of the artroom.

The "rainbow playground" is **closed** - briefly check on your circuit that no students are playing there.

Students should **not play behind the Visual or Performing Arts Buildings**



Students are permitted to play on the Senior Side from the Spiderweb, to the basketball courts, gaga pit, grass area up to the tables near the 5/6 building back to the gazebo and not past the Ninja Playground. They may also play near the GP building but not behind it.

Front of office area - the area circled blue is a calm playing space where students are expected to play quiet games / read / draw. The steps and ramp leading up to the office are out of bounds for any type of play

 Out of bounds boundary  Suggested route

Senior Duty

Monday-Friday



Students should not go past the Ninja Playground or Gazebo on Mondays and Tuesdays - briefly check on your circuit that no students are playing there

Students should not play in bushes along the building or go past the line of the back of the main building.

Students should not play past the line of trees near houses behind amphitheatre

Students are not to play in the breezeway

Students should **not play behind the BER**



 Out of bounds boundary  Suggested route

Oval Duty

Wednesday-Friday



Students on Wednesdays-Fridays are permitted to play on the back of the school, the oval and the trees behind the gazebo - including the "hut building" area

The Rainbow Playground is **closed**

Students should not go past the cricket pitch on the oval

Students are not permitted to play up the banks of the oval near Heatherwood.

Students are not permitted to play down the banks of the oval past the footy goals on the right hand side of the oval

Students are not permitted to play in the trees near the toilets (bottom right hand side of this map)

Yard duty equipment

School staff must:

- wear their provided safety/hi-vis vest whilst on yard duty.
- carry their yard duty first aid bag at all times during supervision.
- be familiar with the yard duty information pack containing student health and safety information stored inside their first aid bag.
- always bring their mobile phone on duty.

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 without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- 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
- 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 the 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 Assistant 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 call the Assistant 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.

Should students require first aid, they will be given a red first aid card and sent to the office with a

partner for treatment.

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 adjoining classroom's teacher for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Wet day supervision

In the event of inclement weather, the students will stay inside their classrooms and participate in quiet activities. The three teachers timetabled for supervision in the three outside zones on that particular day will each supervise the students in either the Junior, Middle or Senior buildings. This supervision may also take place on days of extreme heat or wind.

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

Donvale 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.

Students using the toilets during the day

Should a student need to go to the toilet during the school day, they will move in a group of 3 of the same gender.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff handbook
- Discussed at staff briefings or meetings, as required

- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request
- Available on the school's website at www.donvaleps.vic.edu.au - [Policies](#)

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](#)
- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2026
Consultation	Policies Sub Committee
Approved by	Principal
Next scheduled review date	August 2028

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