

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's Administration Office.

PURPOSE

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

SCOPE

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

Balambalam Primary School's grounds are supervised by school staff from 8:35am until 3:10pm. Outside of these hours, school staff are not available to supervise students.

Before and after school, school staff supervise all entry points to the school. The bell rings at 8:45am, and students head straight to their classrooms for a homegroup session until 8:50am. Specialist classes commence from 8:50am. At the end of the school day, all teachers dismiss their students from 3:00pm, with the expectation all students are collected by 3:10pm.

Parents/carers are advised through regular reminders in our newsletter and Compass posts, that they should not allow their children to attend Balambalam Primary School outside of these hours.



If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member, as soon as practicable, follows 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 Principal or nominee staff member considers whether it is appropriate to:

- attempt to contact the family
- 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

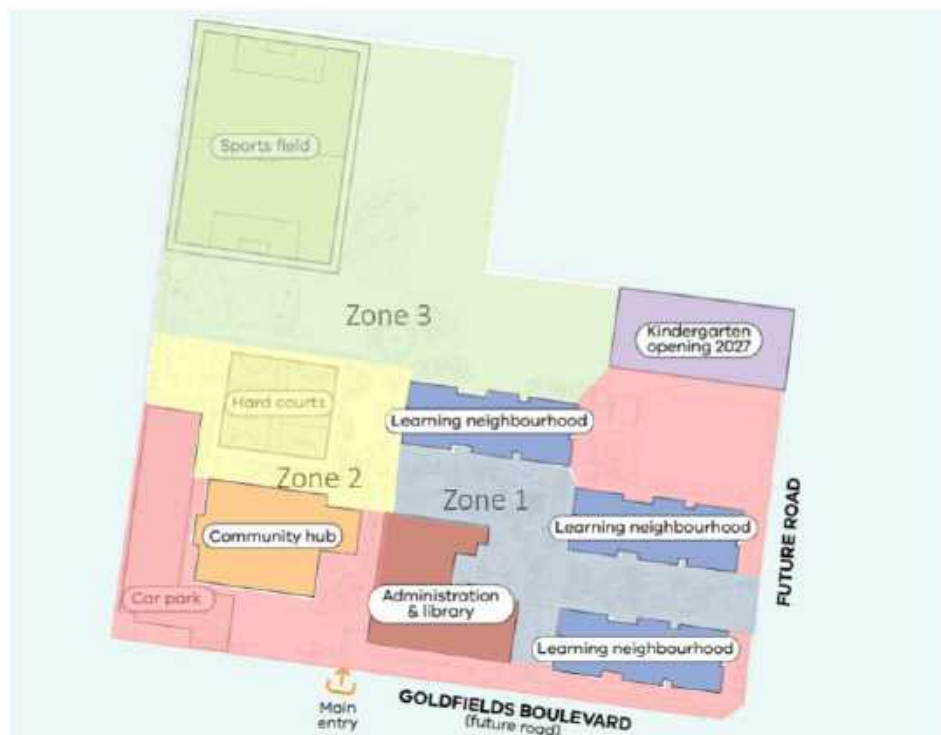
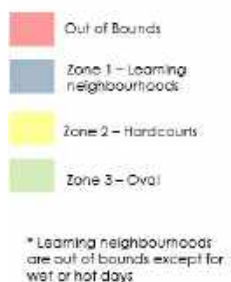
All staff at Balambalam Primary School are expected to assist with yard duty supervision and are included in the weekly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Balambalam Primary School, school staff are designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school (as at Term 1, 2026) are

Zone	Area
Zone 1	Learning neighbourhoods
Zone 2	Hardcourts
Zone 3	Oval



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are stored in every learning space.
- wear hats and sunblock to model sun safe best practice.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag is stored in every learning space.
- be familiar with the yard duty information pack containing student health and safety information stored digitally in the staff handbook and a hard copy in every learning space. Information contained in this pack may include:
 - o Students at risk of anaphylaxis
 - o Possible absconders
 - o Students with additional physical needs
 - o Student with additional social/emotional needs
 - o Students with additional medical needs
 - o Students with sensory issues
 - o Parents who pose a serious risk to safety

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 staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring 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 Wellbeing and Engagement Policy*
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate (health and safety issues through EduSafe Plus, other incidents through Compass)

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 Daily Organiser 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 Daily Organiser 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 send a message to the office/ call Daily Organiser and not leave the designated area until a relieving staff member has arrived.

Students are 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. Educational support staff (ESS) who are aides in the classroom supporting students cannot be left to supervise a class without a teacher present. The teacher may ask the ESS to get assistance as required.

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



If a student is asked to leave the classroom, they must be directed to a designated safe and supervised area in line with our school's *Student Wellbeing and Engagement Policy – student behavioural expectations*, ensuring all actions align with our positive behaviour and discipline procedures.

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 is 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 follows the supervision requirements in the Department of Education *Excursions Policy*.

Digital devices and virtual classroom

Balambalam Primary School follows the Department's *Digital Technologies – Responsible Use Policy* with respect to supervision of students using digital devices.

Balambalam Primary School also ensures appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students are supervised by staff in the library or an appropriate common space.

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

- student attendance is monitored daily by all staff directly involved with your child
- any wellbeing or safety concerns for the student is managed in accordance with our usual processes – refer to our *Student Wellbeing and Engagement Policy* and our *Child Safety Responding and Reporting Policy and Procedures* for further information.

Students requiring additional supervision support

Sometimes students require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate 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 students in emergency operating environments

In emergency circumstances our school follows 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.

Other areas requiring supervision

Library: The school library is a space where students engage in independent study, research, and reading. To ensure a conducive environment and promote responsible behaviour, supervision is provided by a teacher or the school Librarian during designated library hours.

Transitions between classrooms and different areas: When students move from one classroom to another or transition to different areas within the school premises, supervision is essential to maintain orderliness and



ensure the safety of all students. Teachers and staff members are stationed strategically to supervise these transitions and provide guidance as needed.

Bathroom Usage: We recognise the importance of promoting independence while also ensuring the safety and security of our students. Therefore, arrangements for bathroom usage during class time are outlined as follows:

- Students are encouraged to use the bathroom during designated break times, minimising disruptions to instructional time.
- A buddy system is in place during class time, encouraging students to go to the bathroom in pairs. This practice not only enhances safety but also cultivates a sense of responsibility among students.
- Teachers and staff members are available to provide assistance and supervision as needed, ensuring that bathroom breaks are conducted in a safe and respectful manner.

COMMUNICATION

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

- available publicly on our school’s website
- included in staff induction processes
- 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.

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 Policy](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2025
Approved by	Principal
Next scheduled review date	Upon commencement of operations, and then again in July 2027. <i>To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter*</i>

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