
YARD DUTY AND SUPERVISION POLICY

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Taylors Hill 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, 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

Taylors Hill Primary School's grounds are supervised by school staff from 8.45am 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 entrances at Park Lane, Bloomsbury Drive (back of the school), Lachlan Lane, as well as Loddon Drive.

Parents and carers will be advised through Compass notifications, the school website, assemblies and school newsletter that they should not allow their children to attend Taylors Hill Primary School outside of these hours. Families will be encouraged to contact Taylors Hill Primary School YMCA Before and After School Care Program on **0477 996 673** or via email taylorshilloshc@ymca.org.au or refer to <https://childrensprogram.ymca.org.au/before-after-school-programs/taylors-hill-primary> 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 Assistant Principal or nominee staff member will, bring the student inside and 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 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

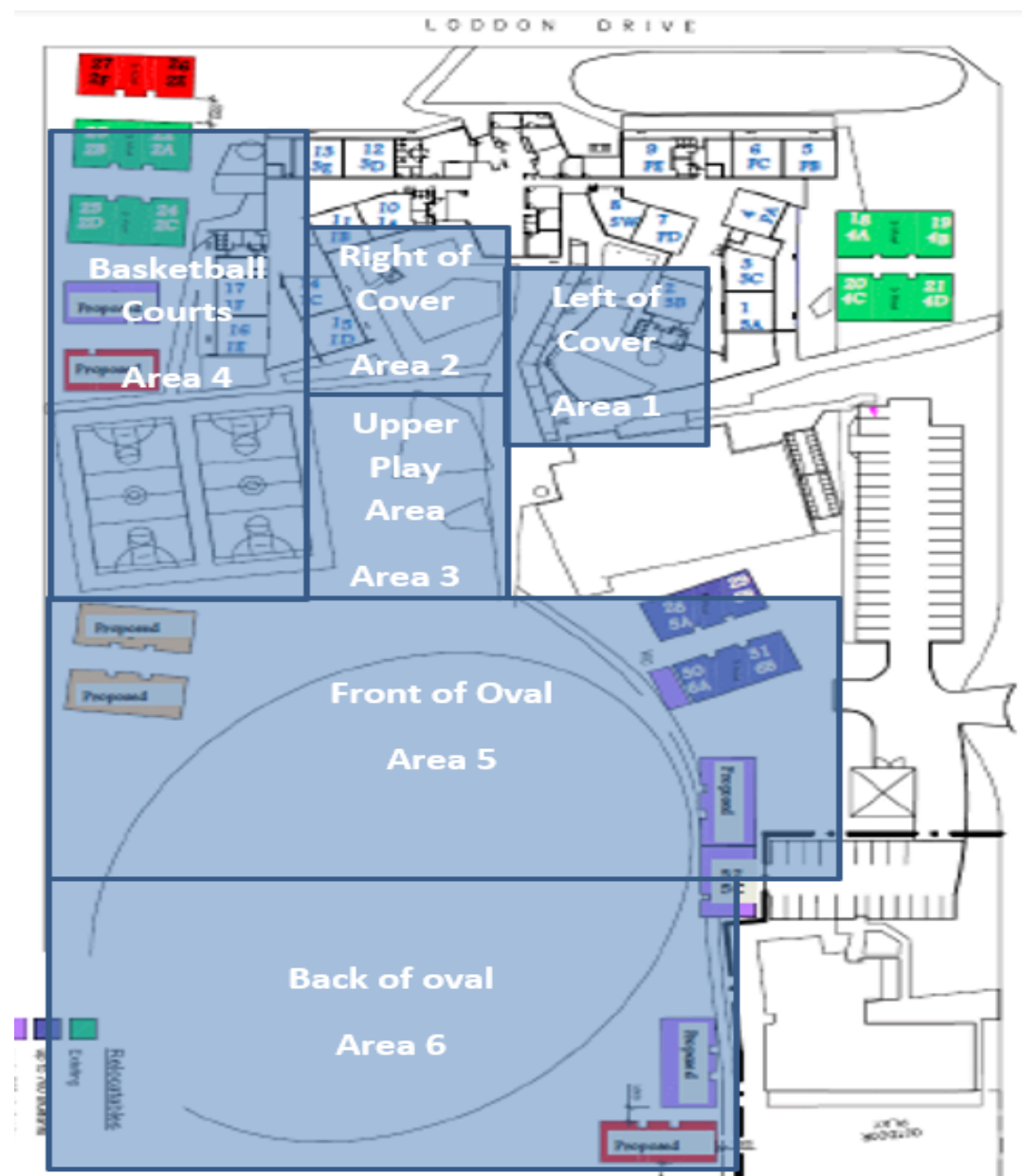
All staff at Taylors Hill Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

Yard Duty Areas

The designated yard duty areas for our school as at Term 2, 2022 are:

Area	Description
Area 1	Left of cover including the Prep/1 playground and toilets next to room 2
Area 2	Right of cover including the toilets next to room 10
Area 3	The sandpit and upper years playground, as well as the gym toilets and canteen area
Area 4	The basketball courts (outside)
Area 5	The front end of the oval (closest to the office)
Area 6	The back end of the oval (closest to Bloomsbury Drive)



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. All staff will be provided with their own safety/hi-vis vests which they are responsible for storing. Spare vests can be found in the office
- carry the yard duty first aid bag at all times during supervision. All staff will be provided with their own yard duty first aid bag which they are responsible for storing
- be familiar with the health alert cards distributed to staff and ensure they are attached to their individual yard duty bags. Office staff are responsible for updating the health alert cards on the spare yard duty bags
- collect and carry the yard duty phones for areas 4 and 6.

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 (including inclement weather timetables), supervising 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 or near the fenceline, without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- 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 on Compass or report to leadership.

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 send a message to the 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.

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 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.

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

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

Taylors Hill Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments (such as VHAP) while on school site. In these cases, students will be supervised in an allocated room, identified on the Specialist Timetable.

STUDENTS REQUIRING ADDITIONAL SUPERVISION SUPPORT

Sometimes students will require additional supervision, such as students with a 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
- Included in our staff handbook
- 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 each term in our school newsletter.



Help for non-English speakers

If you need help to understand the information in this policy please contact Taylors Hill Primary School on (03) 9361 4900 or taylors.hill.ps@education.vic.gov.au

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	November 2023
Approved by	Principal - Danielle Stella
Next scheduled review date	Before November 2026

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