

# Yard Duty and Supervision Policy

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## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Spring Parks 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 in place during school hours, before and after school, and on school excursions and camps.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

### **Before and after school**

Spring Parks Primary School 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 school staff will be available to supervise the front entrance of the school from 8.45am. After school staff will supervise the front entrance as well as the back gates on the oval until 3.45pm.

Parents and carers should not allow their children to attend Spring Parks Primary School outside of these hours. Families are encouraged to contact the Office on 9546 6402 (West Campus) or 9547 3222 (Valley Campus) for more information about the before and after school care program available at our school.

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 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)

- 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.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

### Yard duty

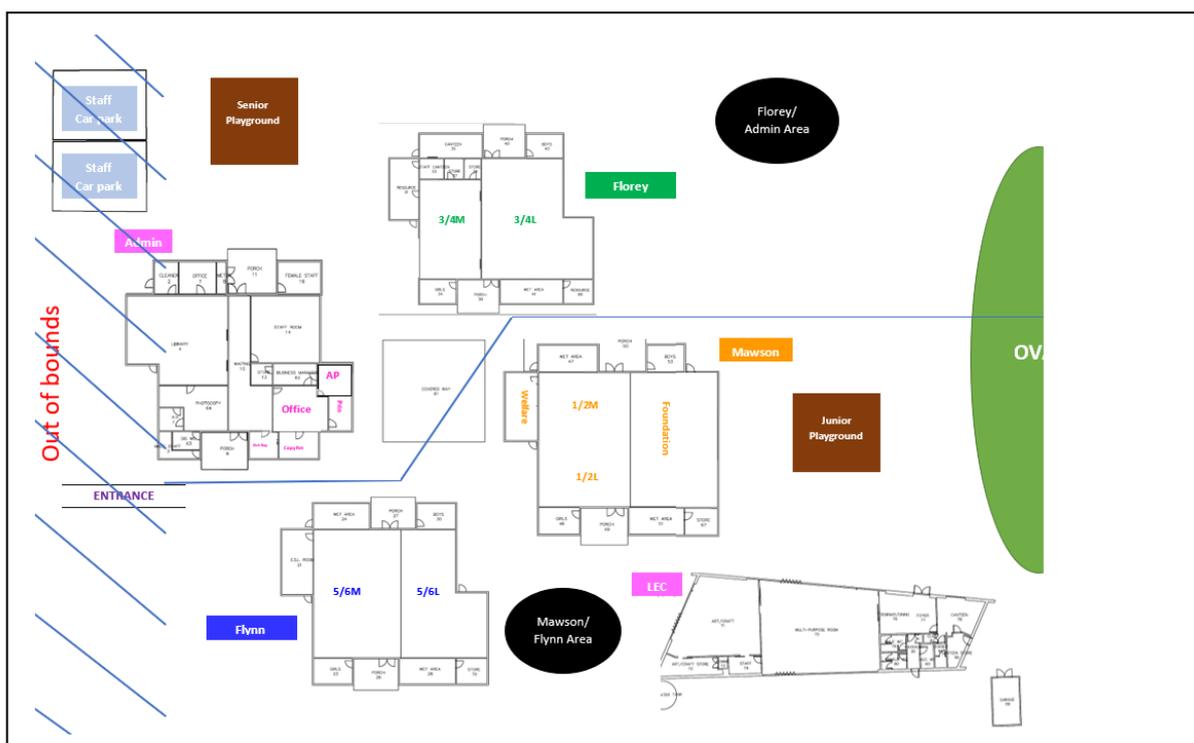
All staff at Spring Parks Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal/s are responsible for preparing and communicating the yard duty roster on a daily basis. At Spring Parks Primary School, school staff will be designated a specific yard duty area to supervise.

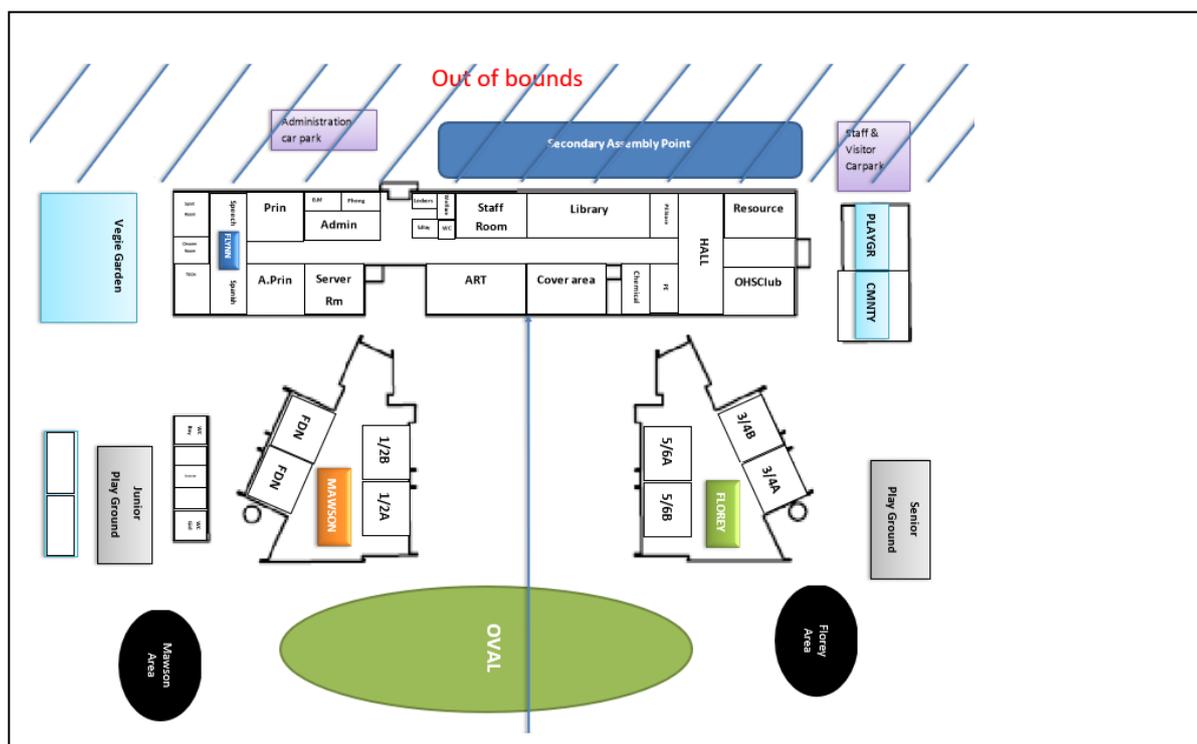
### Yard duty zones

The designated yard duty areas for our school as at 01.01.2026 are Mawson/Flynn Area and Florey Admin Area at Valley Campus and Mawson and Florey at West Campus.

Valley Campus	
Zone	Area
Zone 1	Mawson/Flynn Area
Zone 2	Florey/Admin Area



West Campus	
Zone	Area
Zone 1	Mawson Area
Zone 2	Florey Area



### Yard duty equipment

School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry a small first aid bag. These will be stored in the sick bay in a tub labelled Yard Duty.

### Yard duty responsibilities

Staff who are rostered for yard duty must remain outside until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- methodically move around the designated areas ensuring that toilet areas are covered
- 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 as set out in the Spring Parks Primary 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 Cases 21
- if being relieved of their yard duty shift by another staff member, 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 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 or office 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/call Assistant Principal 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 the front office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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 Excursions Policy.

### **Digital devices and virtual classroom**

Spring Parks Primary School follows the department's Digital Technologies - Responsible Use policy with respect to supervision of students using digital devices.

Spring Parks Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site.

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

- student attendance will be monitored daily
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- any wellbeing or safety concerns for the student will be 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 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.

## **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

Information for parents and students on supervision before and after school is available on our school website.

## **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
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## REVIEW CYCLE

Principal will review this policy every year or more often. This policy will also be updated if significant changes are made to school grounds that require a revision of Spring Parks Primary School Yard Duty and Supervision Policy.

Approved By	<b>Philip O'Reilly, Principal</b>		
Approval Authority (Signature & Date)			
Date Reviewed	February, 2026	Next Review	February, 2027
Responsible for Review	<b>Philip O'Reilly, Principal</b>		