



## YARD DUTY AND SUPERVISION POLICY

### PRIMARY SCHOOL

# Edgars Creek Primary School 5310



### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Edgars Creek Primary School on 03 9407 7100 or [edgars.creek.ps@education.vic.gov.au](mailto:edgars.creek.ps@education.vic.gov.au).

### PURPOSE

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

### SCOPE

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.

This policy applies to all teaching and non-teaching staff at Edgars Creek Primary School, including education support staff, casual relief teachers and visiting teachers.

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.

### 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.

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.

The Principal is responsible for ensuring that there is a well organised and responsive system of

### Before and after school

Edgars Creek Primary School's grounds are supervised by school staff from 8.45am until 3.30pm. Outside of these hours, school staff will not be available to supervise students. School families will be informed of the precise times during which the school's grounds will be monitored at least once per

term in the school newsletter and within our Parent Information documentation at the beginning of the school year or upon enrolment.

Parents and carers should not allow their children to attend Edgars Creek Primary School outside of these hours. Families are encouraged to contact the School Office on 9407 7100 or refer to Edgars Creek Primary School's website for more information about the before and after school care facilities available to our school community.

If a student arrives at school before 8.45am when supervision commences at the beginning of the day, a Principal Class Officer 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 staffmember 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 Edgars Creek Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

A Principal Class Officer or nominee responsible for preparing and communicating the yard duty roster once per term and weekly where there are specific updates. At Edgars Creek Primary School, school staff will be designated a specific yard duty area to supervise on a specific day and time.

The designated yard duty areas for our school as at Term 1, 2025 are:

<b>Zone</b>	<b>Area</b>
Zone 1	Senior Playground
Zone 2	Basketball courts
Zone 3	Learning Street and Toilets
Zone 4	Learning Street and Toilets
Zone 5	Junior Playground & Quad
Zone 6	Down ball Courts & Oval (Northside)
Zone 7	Oval



## 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 Administration office
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the first aid room.
- Be familiar with the yard duty information pack containing student health and safety information stored. This is stored in the yard duty bag in the first aid room. 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, ensuring active supervision of all students until they are replaced by a relieving staff member.

During yard duty, supervising staff must:

- methodically move around the designated zone covering all designated areas regularly.
- 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
- 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 Edgars Creek 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 as either major or minor student incidents on 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), 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.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in first aid room.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the relevant Principal Class Officer or nominated person 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 relevant Principal Class Officer or nominated person 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 School Office/to alert any of the Principal Class Team 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 relevant teacher (classroom or specialist) 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 School Office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

### **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.

### **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 the activities. Appropriate supervision will be planned for special 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

## Digital devices and virtual classroom

Edgars Creek 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.

## 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
- Made available in hard copy from school administration upon request

## FURTHER INFORMATION AND RESOURCES

Policy and Advisory Library:

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025
Approved by	Principal
Next scheduled review date	Before March 2027

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