# Yinnar Primary School
# YARD DUTY & SUPERVISION POLICY

**Help for non-English speakers**

If you need help to understand the information in this policy, please contact our office on 51 631 362 or email yinnar.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 Yinnar 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

Before and after school Yinnar Primary School's grounds are supervised by school staff from 8:30am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Yinnar 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 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 – such as before and after school care program

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:

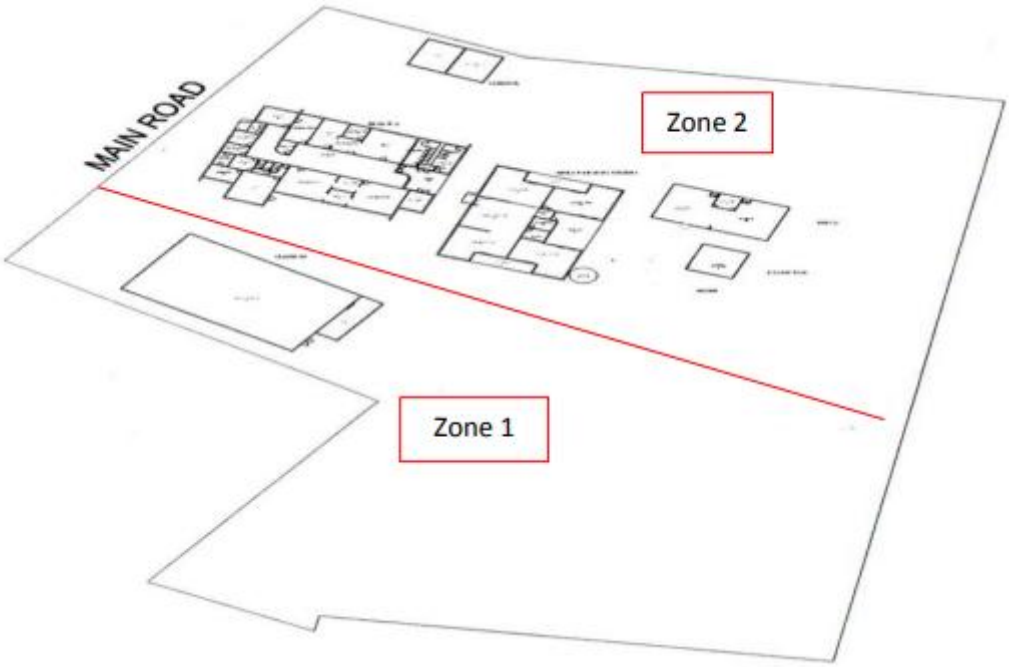
- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student

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

### Yard Duty

All staff at Yinnar 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 Yinnar Primary School, school staff will be designated a specific yard duty area to supervise as indicated on the Play Support Roster. The designated yard duty areas for our school are:

| Zone | Area |
|---|---|
| Zone 1 | Stadium. Oval and Village Green, front of school, back fence line near oval |
| Zone 2 | Adventure Playground, Toilets and amphitheatre, back fence line near play equipment |




School staff must carry the red first aid bag, located inside staff room door. Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. If for any reason a staff member is required to leave their zone this must be communicated to the other staff member on duty and adjustments made to ensure both zones are supervised.

**During Yard Duty, Supervising Staff Must:**

- methodically move around the designated zone to ensure that all areas are within line of sight to at least one yard duty teacher at a time
- 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 our 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 in Yard Duty Book, and refer to Principal or Assistant Principal
- 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

If the supervising staff member is unable to conduct yard duty at the designated time, they should arrange a swap with another staff member in the first instance and record the change on staffroom, whiteboard. If this is not feasible, they should make 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 Principal 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 Principal or go to external staffroom door 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 their buddy teacher or phone 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. 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.

**Further Information and Resources**

- School Policy and Advisory Guide:

Yinnar Primary School related policies:

- Duty of Care
- Child Safe Standards
- Visitors in Schools

To view these and other policies please go to: Yinnar Primary School/Our School/Policies

## POLICY REVIEW AND APPROVAL

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|---|---|
| Policy last reviewed | June 2026 |
| Approved by | Principal |
| Next scheduled review date | June 2029 |