

# 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 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 Eastwood Primary School and Deaf Facility, 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

Eastwood Primary School and Deaf Facility's grounds are supervised by school staff from 8:45am until 3:45pm on school days. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through reminders in our newsletter (Epsilon) that they should not allow their children to attend Eastwood Primary School and Deaf Facility outside of these hours. Families are encouraged to contact **TheirCare** on 1300 072 410 or refer to [www.theircare.com.au](http://www.theircare.com.au) 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 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 teacher on duty will escort the student to the School Office. 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 the Out of School Hours care program (if available) at parents own cost
- 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.

## Yard Duty

Teachers are allocated duty on a roster basis and must “tag” with the changeover teacher on duty. No staff member is to cease duty until replaced by another person under any circumstances.

The Principal (or nominated member) is responsible for preparing and communicating the yard duty roster on a regular basis.

Staff members are expected to have a significant visual presence in their area.

### DUTY ALLOCATIONS

Before school - 8:45 - 9:00

Recess - 11:00 – 11:30

Lunch - 1:40 – 2:30

After school - 3.30 - 3.45

### Yard Duty Areas

1. Oval, sandpit, basketball court, play equipment
2. RSC toilets, indigenous garden, soccer pitch
3. Courtyard, indoor toilets, bicycles, creek
4. Foundation to Year Two area

### 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 staffroom.
- carry the yard duty bag at all times during supervision. The yard duty bag will be stored in the staffroom.
- Be familiar with the yard duty information pack containing student health and safety information

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

### Yard Duty Responsibilities

Teachers must be on duty promptly and cover all designated areas of the school ground during the duty period ensuring active supervision of all students in the designated yard duty area. Teachers on duty have the responsibility of supervision and control of pupils so as to:

- encourage sensible play – record on Chronicle if behaviour is significant or warrants follow up.
- reduce conflict
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- ensure that students who require first aid assistance receive it as soon as practicable
- enlist pupil’s assistance in making a clean environment
- ensure that pupils do not leave the school grounds without permission



- 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.

Teachers should ensure that students are aware of our playground rules and enforce them while on duty. These include:

- remaining at least 1m away from the fence
- the wearing of hats from the commencement of September to the end of April each year
- no hat = Undercover in the Rotunda
- eating (no wrappers!) = in the Rotunda

Where safe to do so, staff will approach any unknown visitor who is observed on school grounds without a clear purpose and ensure they have a visitor pass and have signed in at the School Office.

#### Welfare and Discipline Database (Chronicle)

All student behaviours are to be written up in Chronicle, Compass. This database is a tool for planning, managing and monitoring support for students and those who work with them. It also allows users to gather information around the student's need for support; to monitor progress and focus school development initiatives.

#### **Wet and Hot (>35°C) Days**

Before the morning session:

An announcement will be made before school when, due to weather conditions, children are to be supervised in classrooms by teachers.

Morning Recess: If it is raining during morning recess children will remain in the classrooms and will be supervised by arrangement.

Lunch:

- (i) An announcement will be made.
- (ii) Children to remain in classrooms, visiting toilets only.
- (iii) If a change in weather occurs an announcement will be made by a member of the leadership team.
- (iv) Usual afternoon instruction will commence at 2:30pm

All teaching staff must be present at classrooms when the return to class bell sounds. This has a very positive effect in eliminating minor bullying which has a tendency to occur when children are in large groups and unsupervised.

If the supervising staff member is unable to conduct yard duty at the designated time, they must arrange a swap with another teacher 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 must contact a member of the leadership team 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 must send a child to the staffroom to remind the relieving teacher and not leave the designated area until a replacement staff member has arrived. A brief verbal handover is to be given to the relieving staff member in relation to any issues which may have arisen during the first shift.



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 at any time during a lesson, they must contact a member of their team to arrange appropriate supervision. The teacher must then wait until the relevant arrangements are in place prior to leaving the class.

### School activities, camps and excursions

The Principal and management 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 and will follow the supervision requirements in the [Department of Education Excursions Policy](#).

### Digital devices and virtual classroom

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

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

- student attendance will be monitored by the classroom teacher
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes.

### 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:

- Provided to staff at induction and included in staff handbook/manual
- Notices in the school newsletter as required
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Made available in hard copy from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - [Supervision](https://www2.education.vic.gov.au/pal/supervision-students/policy) <https://www2.education.vic.gov.au/pal/supervision-students/policy>



- [Duty of Care](https://www2.education.vic.gov.au/pal/duty-of-care/policy?Redirect=1) <https://www2.education.vic.gov.au/pal/duty-of-care/policy?Redirect=1>
- [Child Safe Standards](https://www2.education.vic.gov.au/pal/child-safe-standards/policy?Redirect=1)  
<https://www2.education.vic.gov.au/pal/child-safe-standards/policy?Redirect=1>
- [Visitors in Schools](https://www2.education.vic.gov.au/pal/visitors/policy) <https://www2.education.vic.gov.au/pal/visitors/policy>

## POLICY REVIEW AND APPROVAL

Policy last reviewed	25 June 2025
Approved by	Rukshana Verzijl Principal
Next scheduled review date	2027

- This policy will also be updated if significant changes are made to school grounds that require a revision of Eastwood Primary School and Deaf Facility yard duty and supervision arrangements.