



YARD DUTY SUPERVISION POLICY

Daylesford Primary School
Yandoit Primary School
Kind~Creative~Connected



Help for non-English speakers

If you need help to understand the information in this policy please contact
Daylesford primary school office 53482480

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Daylesford and Yandoit primary schools, 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

The grounds at Daylesford and Yandoit Primary Schools are supervised by school staff from 8.45 until 3.40. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be available to supervise the school bus area, the infant area, the front of the school and the SEA at Daylesford primary School. Yandoit Primary school will have supervision at the gate and the classroom area.

Parents and carers will be advised through a notification on our school website, regular reminders in our newsletters and compass that they should not allow their children to attend Daylesford and Yandoit primary schools outside of these hours. Families will be encouraged to contact Daylesford After School Care on 53481940 for more information about the after school care facilities available to our school community.



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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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

Yard duty zones

All staff at Daylesford and Yandoit Primary Schools 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 Daylesford and Yandoit Primary Schools, staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for Daylesford Primary School are:

Zone	Area
Zone 1	Oval, bus shelter, ramp
Zone 2	Big kids playground, Basketball court outside Gym, front of junior classrooms
Zone 3	Toilets, Main building area, Art room area
Zone 4	Junior playground

The designated yard duty areas for Yandoit Primary School are:

Zone	Area
Zone 1	Front of school grass and asphalt areas
Zone 2	Guards van, sandpit and playground soft fall area
Zone 3	Back side and Yandoit hall side of school grass areas



Zone 4	Bushland forest area
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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 staff room.
- carry the yard duty first aid bag (orange) at all times during supervision. The yard duty first aid bag will be stored in in the staff room.
- Be familiar with the yard duty information pack containing student health and safety information stored in the orange yard duty bags. Each staff member will also have an individual copy sent to them at the startof the year and updated accordingly.

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 until they are replaced by a relieving staff member.

During yard duty, supervising school 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 without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- ensure students remain in their designated year level zones
- 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 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.

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 office/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 a message to the office/call Assistant Principal 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 unattended at any time during a lesson, they should first contact their PLC leader for assistance or the Assistant Principal if the PLC leader is unavailable. 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

Daylesford and Yandoit primary schools follow the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Daylesford and Yandoit primary schools will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site, for eg. VHAP/ICAS. In these cases, students will be supervised in the library/break out space/ common area.

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

- student attendance will be monitored.
- 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.

Other areas requiring supervision

Students will be supervised when moving from class to class by their teacher or the relevant specialist teacher.

Toilets – students are to go to the toilets during class time with at least one other student.

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
- 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 at the beginning of each term in our school newsletter.



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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	4 October 2023
Approved by	Principal Ms Alexandra McCann
Next scheduled review date	4 October 2025

This policy will also be updated if significant changes are made to school grounds that require a revision of Daylesford and Yandoit primary schools' yard duty and supervision arrangements.



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