

## Yard Duty and Supervision Policy

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### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Queenscliff Primary School on 03 5258 1696 or [queenscliff.ps@education.vic.gov.au](mailto:queenscliff.ps@education.vic.gov.au).

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Queenscliff 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 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.

#### 1. Before and after school

Queenscliff Primary School's grounds are supervised by school staff from 8:45am until 3:15pm. Outside of these hours, school staff will not be available to supervise students.

Lonsdale House After School Care Program commences from 3pm until 6pm each school night at Queenscliff Primary School and they have the use of the school grounds for these children. These children are supervised under their care.

Families are encouraged to contact Lonsdale House Childcare on 5058 4231 for more information about the before and after school care facilities available to our school community.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Queenscliff 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.

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

## 2. Yard duty

All staff at Queenscliff 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 Queenscliff Primary School, school staff will be designated a specific yard duty area to supervise.

## 3. Yard duty zones

The designated yard duty areas for our Queenscliff Primary School are outlined below.

Zone	Duty Areas	Description of Duties
All Areas		Active supervision of the duty area Methodically move around the designated area ensuring active supervision of all students Ensure the area is clean and tidy at the end of the supervision <i>Before school</i> : Greet students (and parent or community members) as they enter the school.
Zone 1	Nature Play/Outdoor Classroom /South West Quadrant	Monitor and supervise the playground equipment, nature play space, gaga pit.  Ensure students are not located in out of bounds areas – bike storage area, behind the water tanks or in the vegetable garden area.  <i>Before School</i> : Ensure students are walking their bikes and scooter through the school ground.
Zone 2	Hard Court / South East Quadrant	Monitor and supervise the downball courts, basketball courts, area outside the main building, relocatable classroom verandah.  Ensure students do not run on the concrete/paved area near the Prep Classroom on their entry and exit from the toilets in the main building.  Ensure students are not located in out of bounds areas – behind the relocatable classroom or playing out of view near the toilet door entry to the main building.  <i>Before School</i> : Ensure students are walking their bikes and scooter through the school ground.
Zone 3	Oval / Basketball Court /Trees	Monitor and supervise the oval and basketball courts.  Ensure students remain out of bounds (trees) to ensure line of sight from yard duty teacher.  <i>Before School</i> : Ensure students are walking their bikes and scooter through the school ground.

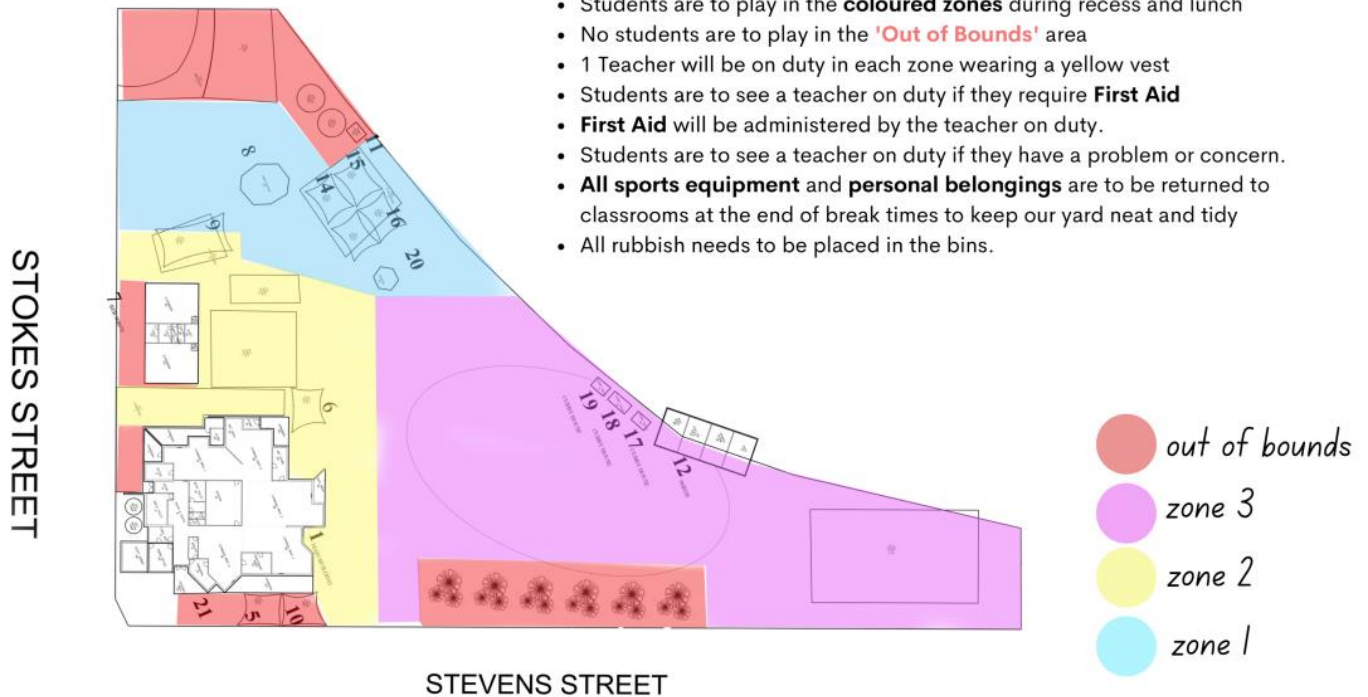
Out of Bounds	Bike Storage/Vegetable Garden Tree Area adjacent to Stevens St Behind Relocatable Classrooms	Whilst supervising and monitoring on duty, staff are to ensure all students remain in view and are not located in the out of bounds areas of the school grounds.
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# YARD DUTY MAP

## YARD GUIDELINES

- Students are to play in the **coloured zones** during recess and lunch
- No students are to play in the '**Out of Bounds**' area
- 1 Teacher will be on duty in each zone wearing a yellow vest
- Students are to see a teacher on duty if they require **First Aid**
- **First Aid** will be administered by the teacher on duty.
- Students are to see a teacher on duty if they have a problem or concern.
- **All sports equipment** and **personal belongings** are to be returned to classrooms at the end of break times to keep our yard neat and tidy
- All rubbish needs to be placed in the bins.



### 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 first aid room
- 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 containing student health and safety information provided to staff via Compass and in Casual Relief Teacher class folders.
- Return yard duty equipment after the period of supervision to the first aid room or handed to the relieving staff member.
- Do not allow student to wear safety/hi-vis vest

### 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 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)
- 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 your 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 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.

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 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 and not leave the designated area until a replacement 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.

#### **4. 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 Assistant Principal for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

#### **5. 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](#).

#### **6. Digital devices and virtual classroom**

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

Queenscliff Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised while at school e.g. 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 daily/every class

- 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.

### 7. 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.

### 8. 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
- Available publicly on school website
- Annual reference in school newsletter
- Make 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.

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on 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	December 2024
Approved by	Principal
Next scheduled review date	December 2026

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

This policy is always accessible on the school website and feedback from the community can be directed to the school at any time for the School Council to consider.