

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 Parkhill 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.

Before and after school

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

Before and after school supervision will be at the front of the school only, including the basketball and netball courts on the asphalt, the central deck, and the playground adjacent to the hall.

Parents and carers should not allow their children to attend Parkhill Primary School outside of these hours and will be advised through regular reminders in our newsletter. Families are encouraged to contact VillageOSHC on 1300 366 437 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, if deemed necessary, 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 the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

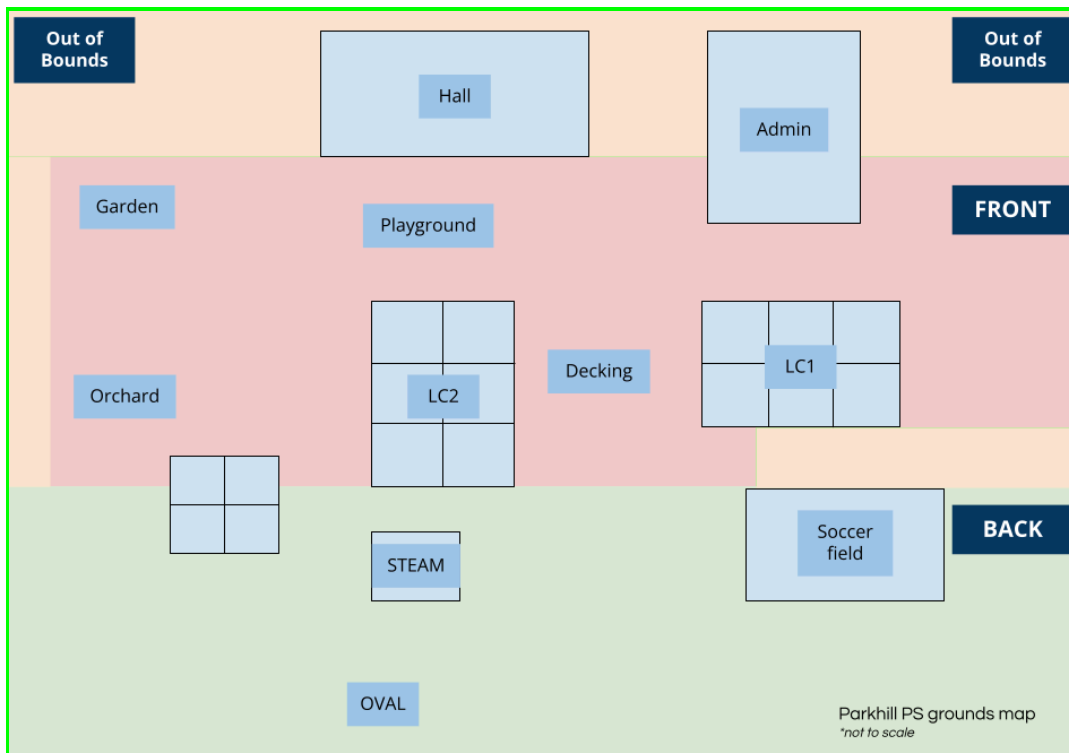
School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

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

The designated yard duty areas for our school are:

Zone	Area
Zone 1 - Front of school	Deck (eating area) - decking, front of deck, asphalt, central playground, junior playground, garden, Science Kitchen deck, Hall breezeway, top of oval, occasionally soccer field
Zone 2 - Back of school	Deck (eating area) - back of deck, STEAM room deck, soccer field, oval, Foundation playground, behind LC3, between LC2 and LC3, steps to oval from deck



Yard duty equipment

School staff must

- wear a safety/hi-vis vest while on yard duty (staff are provided with their own vest)
- carry the yard duty first aid bag at all times during supervision (staff are provided with their own bag) and must keep the items within stocked and up to date
- Additional vests and first aid bags are stored in the staffroom
- Staff should have their mobile phones while on duty

Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

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
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear and legitimate purpose and ensure they have a visitor pass and have signed in
- respond 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 *Student Engagement and Wellbeing* policy and the *Parkhill Community Essential Agreement*
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents as appropriate on Compass Chronicle
- notify the class or specialist teacher of any orange or red incidents, as defined in the *Parkhill Community Essential Agreement*
- notify any red level incidents to leadership, as per the *Parkhill Community Essential Agreement*
- in emergency red level incidents, staff will request for an escort via protocol, ensuring attendance by leadership

If being relieved of their yard duty shift by another staff member (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 are responsible for swapping their duty with another staff member and marking this on Compass. If unable to, they should contact the Assistant Principal or 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 contact the office, Assistant Principal or Principal (using their mobile phone) 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 the 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, including when external providers are engaged to conduct part or all of 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 and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

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

- student attendance will be monitored daily
- 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 disabilities 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.

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.



Other areas requiring supervision

Students moving from classrooms to different areas of the school must always be accompanied by a teacher.

Students using the bathroom or performing a task (eg. going to the office) are to go in pairs during class time.

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 each term
- 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 in our school newsletter.

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](#)
 - [School Based Apprenticeships and Traineeships](#)
 - [School Community Work](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2025
Approved by	Jo Jolly, Principal
Next scheduled review date	June 2027

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