**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 on (03) 9546 9210.

**Purpose**

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

**Scope**

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

### **Before and after school**

Harrisfield Primary School’s grounds are supervised by school staff from 8:45am until 3:45pm. This includes the Princes Hwy Gate and the Rear gate at the back of the oval before and after school- 8:45am-9:00am and 3:30pm-3:45pm. Outside of these hours, school staff will not be available to supervise students. Our school will regularly inform parents/carers of the precise times during which the school’s grounds will be monitored via COMPASS.

Parents and carers should not allow their children to attend Harrisfield Primary School outside of these hours. Families are encouraged to contact the Principal on (03) 9546 9210 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 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 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 Harrisfield 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 Harrisfield Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 1, 2025 are the asphalt and oval area.

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Staff have been allocated their own personal Safety/hi-vis vests, spares will be stored on the hooks outside the staffroom/art room doors in the administration building.

Prior to undertaking yard duty all staff should ensure they have a walkie talkie located in the school office and a yard duty bag located outside on the hooks near the staffroom/art room door. The yard duty first aid bag should be carried at all times during supervision.

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 – regularly checking student toilets, ensuring students remain a minimum of two metres away from housing and fruit market fencing, not passing the gutter on the oval
* where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have signed in at the office
* 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 to the OHS representative and/or 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), the staff member must 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 shouldcontact the Assistant Principalwith as much notice as possible prior to the relevant yard duty shiftto ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office via the walkie talkie, 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 via the walkie talkie 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.

### **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 teaching partner, PLC/Team Leader or 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.

### **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 [Excursions Policy](https://www2.education.vic.gov.au/pal/excursions/policy).

## **Digital devices and virtual classroom**

Harrisfield Primary School follows the Department’s [Cybersafety and Responsible Use of Technologies Policy](https://www2.education.vic.gov.au/pal/cybersafety/policy) with respect to supervision of students using digital devices.

Harrisfield Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site e.g. High Abilities Program. In these cases, students will be supervised by a teacher in an appropriate learning space.

## **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.

## **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**

When moving around the school for example to attend the school office, another learning house and external toilets etc. all students are expected to go in a group of three during class time.

**COMMUNICATION**

This policy will be communicated to our school community in the following ways:

* Available publicly on our school’s website where applicable
* Saved on COMPASS under School Documentation
* Included in staff induction processes, staff training and child safety training processes
* Discussed at staff briefings/meetings as required
* Discussed at parent information nights/sessions where applicable
* Included as annual reference as a COMPASS notification if required
* Made available in hard copy from school administration upon request.

**Further Information and Resources**

* the Department’s Policy and Advisory Library (PAL):
  + [Child Safe Standards](https://www2.education.vic.gov.au/pal/child-safe-standards/policy)
  + [Cybersafety and Responsible Use of Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy)
  + [Duty of Care](https://www2.education.vic.gov.au/pal/duty-of-care/policy)
  + [Excursions](https://www2.education.vic.gov.au/pal/excursions/policy)
  + [Supervision of Students](https://www2.education.vic.gov.au/pal/supervision-students/policy)
  + [Visitors in Schools](https://www2.education.vic.gov.au/pal/visitors/policy)

**POLICY REVIEW AND APPROVAL**

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| Policy last reviewed | 30th April 2025 |
| Approved by | Principal |
| Next scheduled review date | May 2026 |

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