



Yard Duty and Supervision Policy

Reviewed: February 2025

Next Review February 2027

Recommended review cycle 2 years

Communication method: School Website and Compass

Help for non-English speakers



If you need help to understand the information in this policy, please contact Doncaster Primary School on 9848 1122 or email doncaster.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 Doncaster 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 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, time and places.

Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

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Before and after school

Doncaster Primary School's grounds are supervised by school staff from 9:00am until 3:15pm during school hours. Teachers will supervise gates from 8:45am to 9:00am and 3:15pm to 3:30pm

Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Doncaster Primary School outside of these hours. Families are encouraged to contact **VILLAGE OSHC** on **1300 366 437** or refer to <https://villageoshc.com.au/> for more information about the before and after school care facilities available to our school community. It is strongly recommended that all parents enrol their child with Village OSHC via their online enrolment system at the start of the year.

Hours of operation

Before school: 6:50am-8:45am (6:30 am set up/ packing up till 9:15am)

After School: 3:15pm-6:30pm (2:45pm set up/ pack up till 7:00pm)

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 and to enrol their child with Village OSHC
- 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 the student has been enrolled
- 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 Doncaster Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

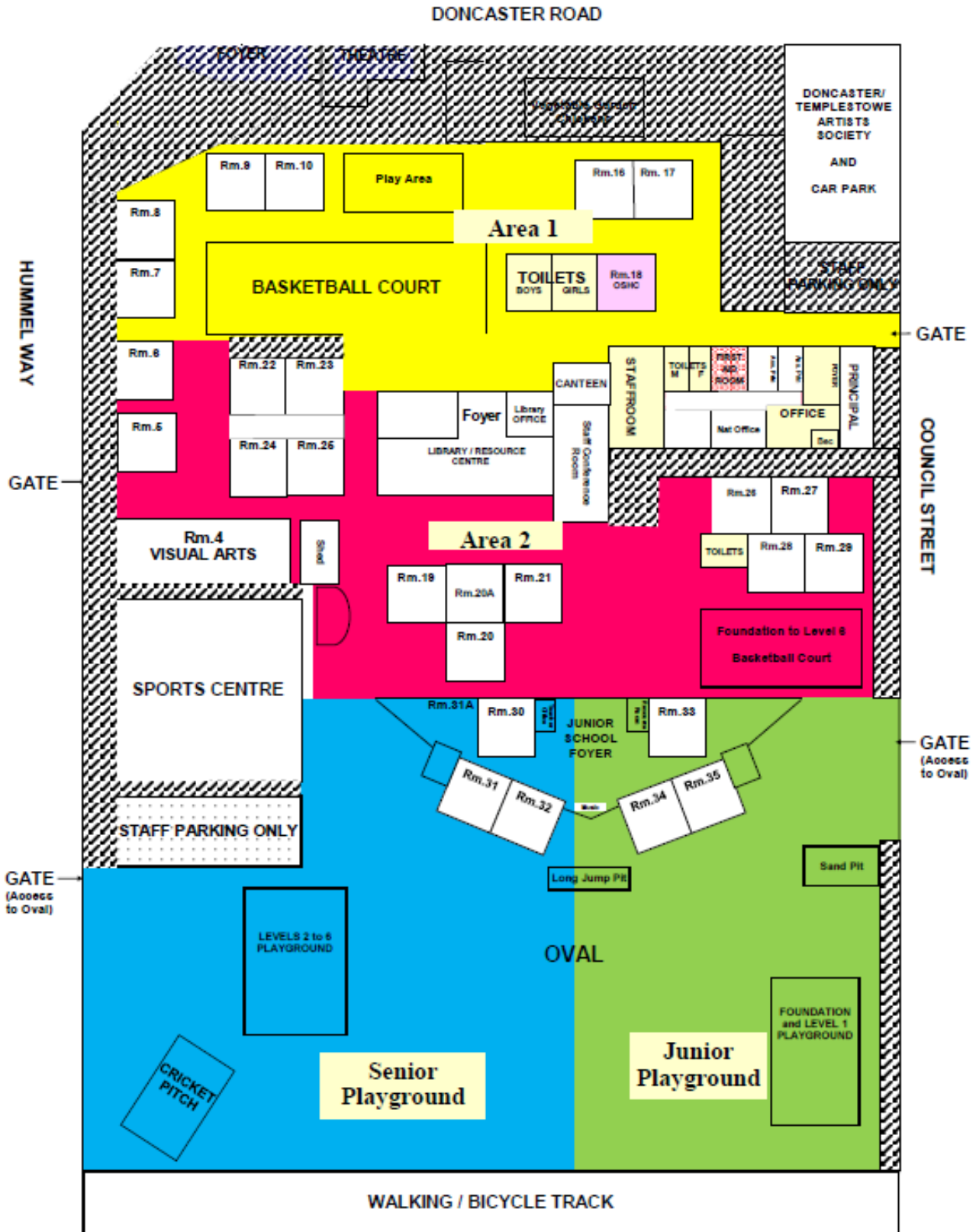
The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Doncaster Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at January 2023

Zone	Area
Area 1	Top Basketball Court Main Toilet Block Veggie Garden
Area 2	Library & Two Square Courts Lower Basketball Court & Level 2 building
Senior Play ground	Senior Play ground
Junior Playground	Junior Play ground
First Aid	Office

2025 School Map

YARD DUTY AREA MAP



Yard duty responsibilities

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are given to all teachers at the start of the year and vest are kept in classrooms in a visible location. Teaching staff must carry the yard duty first aid bag 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:

- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they signed in at the office (excluding drop off and collection periods)
- methodically move around the designated
- ensure students remain in their designated year level zones (when required)
- 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 chronicle

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.

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 nearest teacher or year level coordinator 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

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

Doncaster 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 in an appropriate place such as the library or a classroom or break out room.

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 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.

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 on our school's website.
- 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.

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](#)

