

## YARD DUTY AND SUPERVISION POLICY

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Tecoma 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

Tecoma Primary School's grounds are supervised by school staff from 8:45 to 9:00am each morning and from 3:30 until 3:45pm each afternoon. During these times a member of staff will be located at the front entrance of the school. Outside of these hours school staff will not be available to supervise students.

Parents and carers will be advised each term, via regular reminders in the school's newsletter, that they should not allow their children to attend Tecoma Primary School outside of these hours. Families are encouraged to contact the school office on 97542354 for more information about the before and after school care facilities (Tecoma OSHC), which is available for students at Tecoma Primary School.

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 the school's Out of School Hours Care (OSHC) program, if available
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

## Yard duty

All staff at Tecoma 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. Any amendments to the Yard Duty Roster will be emailed to all staff in the school's Daily Bulletin, given to any CRTs at the commencement of the day and displayed in the staff room.

## Yard duty Areas

At Tecoma Primary School:

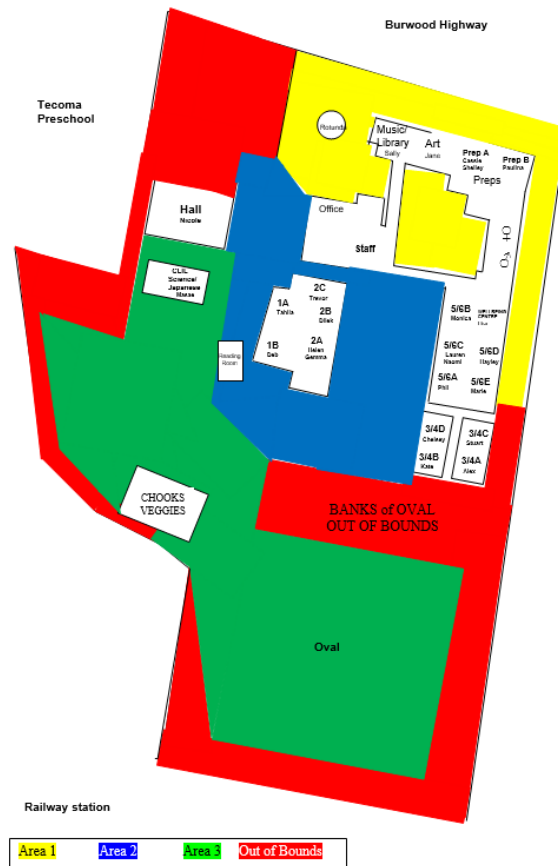
- one staff member supervises the grounds between 8.45am and 9.00am and from 3.30pm until 3.45pm
- three staff members supervise the grounds, in Areas 1, 2 and 3, throughout each recess and lunchtime in designated areas.

The designated yard duty areas for our school, are:

YARD DUTY AREAS	
AREA	Parts of the school covered by this area
AREA 1	Outside the library asphalt, toilets, gazebo, footpath, junior (F – 2) playground, staffroom area, quiet area
AREA 2	amphitheatre, hall embankment, roadway, around 1/2 building basketball courts
AREA 3	footpath, vegie patch, oval, senior (3-6) playground

WET DAY/ SEVERE WEATHER DUTY AREAS	
Students remain inside	
AREA	Classrooms
AREA 1	Junior School (Grade 1/2 Building)
AREA 2	Senior School (Senior Corridor)
AREA 3	Senior School (Senior portables)
Prep Learning Centre	School Leadership, as well as other staff rostered on if required.

## TECOMA PRIMARY SCHOOL YARD DUTY AREAS



### 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 sick bay
- carry the yard duty first aid bag at all times during supervision. The three, yard duty first aid bags are stored in the sick bay. **These must not be carried by students, as each contains an epipen**
- Be familiar with the yard duty information pack containing student health and safety information stored in the yard duty bag, including SWPBS expectations for The Playground, At All Times and Sporting Areas (Area 3)
- Carry their mobile phone with them, to be used in an emergency only (such as a child leaving the grounds, medical emergencies, unknown visitor to the school/outside the school fence, etc).

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
- ensure students remain in their designated year level areas (Preps confined to Area 1 for the majority of Term 1, no Prep – 2 students on the 3-6 playground, no 3-6 students on the junior school playground, etc), Year 5 buddies in the area the Preps are in for the majority of term one, but not on the 1/2 playground equipment
- where safe to do so, approach any unknown visitor who is observed on the school grounds without a clear legitimate purpose and ensure they have signed in at the front office
- be alert and vigilant
- model SunSmart practices by wearing a hat, during the school's SunSmart months (refer to *SunSmart Policy*) and ensure students are wearing hats too.
- 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 and Wellbeing Policy, incorporating the SWPBS Major/Minor Behaviours Flowchart
- ensure that students who require first aid assistance receive it as soon as practicable
- log any major or minor behaviours or near misses, as appropriate, on COMPASS, (or for CRT's on an incident report sheet found in the Yard Duty bag, which is then handed to the Welfare Coordinator/Assistant Principal)
- Reward students for demonstrating school values and SWPBS expectations shown in the playground (e.g. hat wearing, picking up rubbish, looking out for others).

If being relieved of their yard duty shift by another staff member (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 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 send a message to the office 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.

### **Wet Day/Extreme Weather Supervision**

- Students should remain in their classrooms under supervision during recesses and lunch times when the weather is unsuitable for them to be outside.
- This whole school decision is made by the designated staff member in charge.

### **Classroom**

- The classroom teacher is responsible for the supervision of all students in their care during class.
- Attendances are marked online, on COMPASS (or Casual Relief Teachers CRT's in paper form) before 9:30am each morning and after lunch to ensure all children are present and

accounted for. Where paper copies are generated, attendance slips are sent to the office at the beginning of the school day.

- At no time are students to be left unsupervised in the classroom or specialist areas. This includes before and after school, lunchtimes and recess breaks.
- It is not appropriate to leave students in the care of ancillary staff, parents or trainee teachers (by law, the duty of care cannot be delegated).
- It is not appropriate to leave students in the care of external education providers, for example incursion providers (by law, the duty of care cannot be delegated).
- In an emergency situation, if a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their teaching buddy, team leader, Assistant Principal or Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.
- No student is to be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal is to be conducted by sending a student to a colleague's classroom, or to the Assistant Principal or Principal. This should be accompanied/followed by documentation.

### 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](#). Students will be acknowledged for demonstrating SWBPS values.

### Digital devices and virtual classroom

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

Tecoma 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 by the teacher who has arranged for the activity to take place.

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, by contacting (where appropriate the child's parent), the Assistant Principal or Principal.

### 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

- Extreme care needs to be taken in allowing students to leave the room for any reason
- Use of students as monitors outside the room during class time should normally occur with the approval of the area Leader and/or Principal-Assistant Principal. Children must not be unaccompanied
- Classes should be accompanied by a teacher when proceeding to and from different areas of the school
- Discretion is to be used when allowing students to visit the toilet during class time. At all times students going to the toilet must go in pairs.

## 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
- Available for parents in the 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.

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following school policies:

- Yard Duty and Supervision (Parents & Students) Policy
- Duty of Care Policy
- Student Wellbeing and Engagement Policy

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

<i>This policy has a mandatory review cycle of 1 year</i>	<i>This policy was approved by school council on <b>20<sup>th</sup> May, 2025</b> and is scheduled for review in <b>March 2026</b>.</i>  <i>This policy will also be updated if significant changes are made to school grounds that require a revision of Tecoma Primary School's Yard Duty and Supervision Policy.</i>
<i>Reviewed by</i>	<i>Di Double, Lisa Dell, Lisa Hoskins-Faul, Kelly Sullivan, Phil Darbyshire, Chelsey Robins</i>
<i>Approved by</i>	<b>Acting Principal – Brooke Cross</b> <b>School Council President – Lisa Dell</b>