



Mt Eliza Primary School

Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact our office, 03 9787 1385.

Policy review team members: Dean Charge, Carolyn Smith, Kim Wheeler, Hayley Gregory, Michelle Polley, Jane Herring and Deb Gardener

This policy was last ratified by School Council on 06/06/22

Purpose

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

Scope

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

Note: When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately and Mt Eliza Primary School will follow DET procedures to ensure their safety.

Before and after school

Mt Eliza Primary School's grounds are supervised by school staff from 8:30am until 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 Mt Eliza PS outside of these hours. Families are encouraged to contact Camp Australia online <https://www.campastralia.com.au> 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 Assistant Principal 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 teacher on duty, Principal or Assistant Principal will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in the out of school hours care program. This will incur a charge to the parents/carers
- 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.



Yard duty

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

Yard duty zones

The designated yard duty areas for our school as of 2022:

Zone B (Back gate) 3:15-3:30pm	After School Duty: Supervise back gate exiting students and walk along bike path to front gate until 3:30pm.
Zone F (Front gate) 8:30-8:45am 3:15-3:30pm	Before and after School Duty: Supervise students entering and leaving the school from the front gates.
Zone C (Courtyard) 8:30-8:45am 10:25-10:55am 12:45-1:35pm	Before School: Courtyard, P/1/2 playgrounds Recess and lunch play: Courtyard, between permanent classroom blocks, 1/2 playground, sandpit, 3/4 toilet.
Zone O (Oval) 8:30-8:45am 10:25-10:55am 12:45-1:35pm	Before School, Recess and lunch play: Oval, basketball courts, 3/4 and 5/6 playgrounds.
Zone P (Prep) 10:25-10:55am 12:45-1:35pm	Recess and lunch play: Prep playground, Rotunda, Canteen, Passive play area, 5/6 and P1/2 toilet.
Zone S (Side gate) 3:15-3:30pm	After School Duty: Supervise side gate exiting students, check the overpass and walk along bike path to front gate until 3:30pm.
Zone PC	Playground Safety Check by the OH&S officer

Mt Eliza PS Yard Duty and Supervision Map 2022

Key

Zone B (Back gate)	After School Duty: Supervise back gate exiting students and walk along bike path to front gate until 3:30pm.
Zone F (Front gate)	Before and after School Duty: Supervise students entering and leaving the school from the front gate.
Zone C (Courtyard)	Before School: Courtyard, P/1/2 playgrounds Recess and lunch play: Courtyard, between permanent class-
Zone O (Oval)	Before School, Recess and lunch play: Oval, basketball courts, 3/4 and 5/6 playgrounds
Zone P (Prep)	Recess and lunch play: Prep playground, Rotunda, Canteen, Passive play area, P/1/2 and 5/6 toilets.
Zone S (Side gate)	After School Duty: Supervise side gate exiting students, check the overpass and walk along bike path to front gate until 3:30pm



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 yard duty bags.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staff room.

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 teacher.

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 our 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 Sentral.

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 staff member allocated to the duty, the office or call the Assistant Principal 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 the teacher in the neighbouring classroom, Year Level Coordinator or administration 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](#).

The supervision of the arrival and departure of any school excursion and camp buses is a matter for the discretion of the Principal who will consider the following:

- the number of students getting on and off the bus at the school
- the age of students getting on and off the bus
- the times of the arrival and departure of the bus(es)
- the location of the pick-up and drop-off points in relation to the other areas of the school

Digital devices and virtual classroom

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

Mt Eliza 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 a variety of areas depending on where the online learning is taking 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 – 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.

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
- Via our school website
- Included in our staff handbook
- 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](#)



Related policies and documents include:

- CCTV Policy
- Duty of Care Policy

This Yard Duty and Supervision Policy will be reviewed every 2 years as per mandatory requirements.

Policy last reviewed

06/06/22

Consultation

Consultation with our School Council occurred.

Approved by: Dean Charge, School Council President

Signature:



Approved by

Principal, Kim Wheeler



Next scheduled review date

06/06/24