



# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Hallam PS on 97031536.

## PURPOSE

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

## SCOPE

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

Hallam Primary School students are permitted to enter the grounds at 8:30am to attend Breakfast Club in the Hall, where teacher supervision is provided between 8:30-8:45am. Staff will be on duty within the grounds from 8:45-9:00am.

Hallam 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.

Parents and carers will be advised through permanent notification on our school's digital sign and regular reminders in our newsletter, that they should not allow their children to attend Hallam Primary School outside of these hours. Hallam Primary School does not provide before or after school care facilities and families are advised of this upon enrolment and through various school communications.

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:



# YARD DUTY AND SUPERVISION POLICY

- advise that their child was required to attend Breakfast Club
- 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:

- 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.

## **Yard duty**

All staff at Hallam Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal, in consultation with members of the Hallam Primary School Leadership Team, is responsible for preparing and communicating the yard duty roster on a regular basis. At Hallam 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 January 2023 are:

|         |                                                                                                                                                                  |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Area 1: | Mod4 (Performing Arts)<br>SAKG Garden<br>Sandpit/3-6 Play Equipment<br>Student Toilets (BuildB)<br>Undercover Area<br>Staff Carpark                              |
| Area 2: | STEAM Centre<br>Basketball & Netball Courts<br>P-2 Play Equipment<br>Front of BER building<br>Mod5 (12D&E Classrooms)<br>Student Toilets (BuildA)<br>Bottom oval |
| Area 3: | Top oval<br>Rear of BER building                                                                                                                                 |

## **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.
- Orange fluoro backpacks are available from warden's rooms.



# YARD DUTY AND SUPERVISION POLICY

- be familiar with the student health and safety information stored in First Aid/CRT folders, and various Minutes distributed via email. Staff are also required to be familiar with frequent absconders, parents who may pose a serious risk to safety, etc.

## 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 ensuring active supervision of all students
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- ensure that students who require first aid assistance receive it as soon as practicable
- 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 Wellbeing and Engagement policy
- 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 (excluding drop off and collection periods) at the Administration Office.
- log any incidents on Compass or near misses on EduSafe Plus as appropriate, including those involved, observations, notifications, follow-up, etc.

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 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 Principal/Assistant Principal/Team Leader 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 Principal/Assistant Principal/Team Leader 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 call/send a message to the Administration Office/Principal/Assistant Principal/Team Leader 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.

## Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. In the event of a student need to use the bathroom, they will be accompanied by another **responsible**



# YARD DUTY AND SUPERVISION POLICY

student and the teacher will monitor the departure and return times, as necessary. All teachers will ensure that no student is permitted to move around the school alone during class times. The school's *Student Wellbeing and Engagement Policy* and *Staff Information* guide provide further clarification of the school's procedures and protocols.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Team Leader for assistance. The teacher should then wait until a replacement staff member is supervising the classroom before 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 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](#).

## Digital devices and virtual classroom

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

Hallam Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on the school site. In these cases, students will be supervised by the allocated teacher/s, Education Support personnel and their online access will be monitored by the TSS/Technician. Parents are responsible for the appropriate supervision of students' online access to apps and social media in the home:

- 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 students 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.



# YARD DUTY AND SUPERVISION POLICY

## 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 with our *Staff Information* guide
- Made available in hard copy from school administration, upon request
- On our website: [About Us | Hallam Primary School \(hallam-ps.vic.edu.au\)](#)

Information for parents and students on supervision before and after school is 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](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

## POLICY REVIEW AND APPROVAL

|                            |           |
|----------------------------|-----------|
| Policy last reviewed       | July 2025 |
| Approved by                | Principal |
| Next scheduled review date | July 2027 |

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