



Yard Duty & Supervision Policy



Help for non-English speakers If you need help to understand the information in this policy, please contact the school office on 8401 3791.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Epping Views 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

Epping Views Primary School 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.

External gates are supervised by staff from 8:45am-9:00am in the morning and 3:25pm-3:45pm in the afternoon. Classroom doors are opened daily at 8:50am.

Parents and carers are advised through a notification on our school website and regular reminders in our newsletter that they should not allow their children to attend Epping Views Primary School outside of these hours. Families are advised to contact the Out of School Hours Care Manager on 0439 096 857 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:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available, the parent consents and the child has been previously enrolled)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

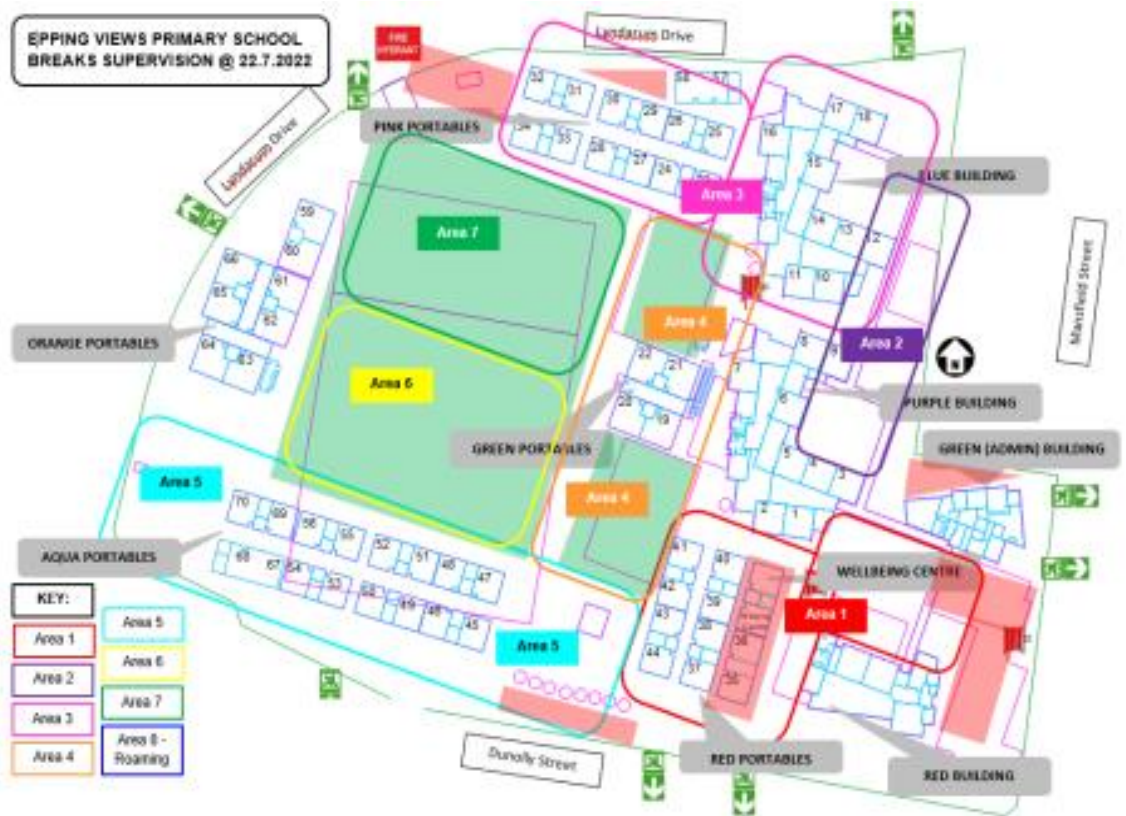
All staff at Epping Views Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Epping Views Primary School, school staff will be designated a specific yard duty area, club or student/group of students to supervise.

Yard duty zones: The designated yard duty areas for our school as at Term 4, 2024 are:

Before and After School	Area
Gate 1	Mansfield Street gate
Gate 2	Dunolly Street playground gate
Gate 3	Dunolly / Mansfield gate (not currently in operation)
Gate 4	Lyndarum Street gate near the electronic sign

During recess/lunch breaks	Area
Area 1	Canteen / Circling Red Building/Portables
Area 2	Prep to Year 1 Playgrounds (East side of Purple and Blue Buildings)
Area 3	Circling Blue Building and Passive playground
Area 4	Basketball Courts
Area 5	Circling Aqua Portables, inclusive of wooden playground and Gaga Pit
Area 6	Southern side of oval
Area 7	Northern side of oval
Clubs	As assigned in the Active Supervision in the Yard timetable / in the daily bulletin
Specific Student Support	As assigned in the Active Supervision in the Yard timetable / in the daily bulletin



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 staffroom.
- always carry the yard duty first aid bag during supervision. The yard duty first aid bag will be stored in the Short Stay Unit (Sick Bay).
- be familiar with student medical alerts containing student health and safety information available on Compass or via hardcopy from the Short Stay Unit.

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. Staff are responsible for actively moving around the designated area, continuously scanning the environment, and interacting with students to ensure a safe and supportive playground atmosphere.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students, varying your path, scanning areas whilst moving and interacting with students in the area
- where safe to do so, approach any unknown visitor who is observed on or around school grounds without a clear legitimate purpose, and ensure they have a signed in at the Office and have a visitor pass. (excluding drop off and collection periods)
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- reward and encourage 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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses on Compass.

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 office 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 office 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 or call 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.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

In the event support is required to manage a student's behaviours of concern, the Wellbeing Team can be contacted via processes outlined in the staff handbook.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Assistant Principal responsible for their area for assistance. The teacher should then wait until a replacement staff member has arrived at 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

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

Epping Views 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 common area of the school.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Wellbeing Assistant 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

During class times, students are expected to move throughout the school in pairs. This includes when going to the toilet or completing monitor jobs such as dropping off and picking up lunch order bags. When students are departing early, two students accompany the departing student to the office before returning promptly to their learning area.

When moving from one area of the school to another as a grade, students should walk in two safety lines and be actively supervised by the teacher with them.

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
- in the Epping Views Primary School website

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent regularly 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:	September 2024
Consultation:	Ongoing
Approved by:	Principal
Next scheduled review date:	September 2025

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