

## Yard Duty and Supervision Policy



### HELP FOR NON-ENGLISH SPEAKERS AND FOR THOSE WITH ADDITIONAL NEEDS

If you need help to understand the information in this policy, please contact Lyndhurst Primary School (LPS) on 03 8768 6700 or [lyndhurst.ps@education.vic.gov.au](mailto:lyndhurst.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 LPS, 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.

#### 1. Before and after school supervision

Student safety at LPS is our highest priority and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.

**Before school:** LPS' grounds are supervised by school staff from 8:45am - 9.00am. Outside of these hours, school staff will not be available to supervise students. Before school, staff will supervise in the following areas of the school grounds: Courtyard, Oval, Dry Creek and Senior Basketball Courts.

Parents and carers will be advised through Compass notifications and reminders in our newsletter that they should not allow their children to attend LPS outside of these hours. Families are encouraged to contact our school 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 consider whether it is appropriate to:

- escort the student to wait at the front office
- 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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

**After school:** LPS' grounds are supervised by school staff from 3:30pm until 3:45 pm. Outside of these hours, school staff will not be available to supervise students. After school, staff will supervise around the gates on Geoffson Parade (Gate 7) and Boland Drive (Gate 2 and Gate 3), and the front of the school area (Brookwater Parade) outside the main office.

Students on school grounds before 8.45am or after 3.45pm will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending before or after school care, or a pre-arranged supervised activity (i.e. sports practice).

Families are encouraged to contact the school office for more information about the before and after school care facilities available to our school community or if you would like any further information about our student supervision arrangements.

## 2. Yard duty

All staff at LPS 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 LPS, school staff will be designated a specific yard duty area to supervise.

## 3. Yard duty areas

The designated yard duty areas for our school are

Areas	
Recess & Lunch times	Before & After school
Courtyard	Brookwater Parade (front of school)
Oval	Bike Shed (Gate 2)
Dry Creek Bed	Boland Drive (Gate 3)
West Portables & Quiet Area B	Geoffson (Gate 7)
Senior Portables & Senior Basketball court	
Quiet Area A	



### ***Yard duty equipment***

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. All staff are provided with their own vests and spares are available in the office.
- carry the yard duty first aid bum bag at all times during supervision. All staff are provided with their own bag and spares are available in the office.
- be familiar with the yard duty information on student health and safety stored in their bum bags, and add to the cards when updates are provided.

### ***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 staff must:

- methodically move around the designated area 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/lanyard
- 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
- 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 front office and/or the Daily Organiser 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 front office and/or the Daily Organiser 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.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

## **4. 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 office, teacher next door or an Assistant Principal for assistance. It is recommended that the teacher will wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

## **5. 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 [Excursions Policy](#).

## 6. Digital devices and virtual classroom

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

LPS will ensure appropriate supervision of students participating in virtual learning, including remote and flexible learning environments while on school site. In these cases, students will be provided a learning space and be supervised by assigned staff.

## 7. 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.

## 8. 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.

## 9. Other areas requiring supervision

Office staff will monitor and ensure that students who arrive late, promptly join their class.

Students moving around the school during class time, e.g. using the bathroom, escorting a student to the office, are expected to do so in pairs.

Students requiring additional learning and wellbeing support such as, visiting the sensory space or strategies/program outlined in their IEP and/or BSP, will be supervised.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at student forums
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available 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

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- Student Wellbeing & Engagement
- [Supervision of Students](#)
- [Visitors in Schools](#)

The following school policies are relevant to this policy:

- Bullying Prevention Policy

- Child Safety Responding & Reporting Policy
- Child Safety Policy
- Child Safety Code of Conduct
- Duty of Care Policy
- Inclusion and Diversity Policy
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Visitors Policy
- Volunteer Policy

### POLICY REVIEW AND APPROVAL

Policy last reviewed	Tuesday 20th May 2025
Approved by	School Council
Next scheduled review date	May 2027

Note: This policy will also be updated if significant changes are made to school grounds that require a revision of LPS' yard duty and supervision arrangements.