



## 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 **Moe (Albert Street) 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 comply with 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, 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.

#### Before and after school

**Moe (Albert Street) Primary School** grounds are supervised by school staff from **8:30am until 8:45am** and **3:00pm until 3:15pm**. Outside of these hours, gates are locked and students cannot enter the grounds.

A staff member is on duty at the front, blue and yellow gates before and after school, to ensure students' safe arrival and departure. For child safety gates may be locked by 9:00am and unlocked at 3:00pm. Signage on the front gate provides contact details for visitors to gain entry throughout the day.

A staff member from OSHC, Theircare, will generally meet children at the Multi Purpose Room. Foundation students will be delivered to and collected from classrooms when starting the TheirCare program in Term 1 with the aim to transition to access TheirCare independently.

Parents and carers will be advised about before and after school supervision times via the school website, reminders in our newsletter and Sentral Parent Portal to ensure students are not attending/remaining on the school site after hours. Families will be encouraged to contact Theircare on 1300 072410 or refer to [www.theircare.com.au](http://www.theircare.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 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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

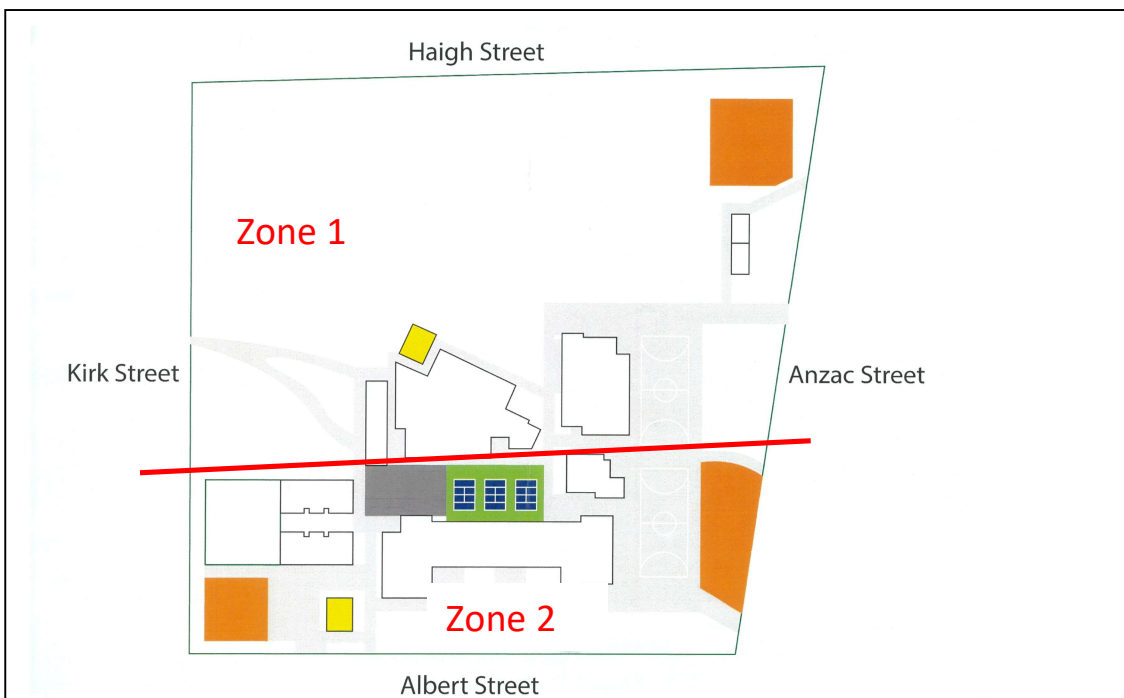
All teaching staff at **Moe (Albert Street) Primary School** are expected to assist with yard duty supervision and will be included in the weekly roster.

The Executive Team or delegate, is responsible for preparing and communicating the yard duty roster on a regular basis. At **Moe (Albert Street) 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 Term 1, 2022) are:

Zone	Area
Zone 1	Oval and back of school
Zone 2	Front and basket ball courts





### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest and sunsmart hat whilst on yard duty. Safety/hi-vis vests will be provided to each unit level and specialists
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in each unit level's classroom, specialists and office area and be replenished by the school nurse or first aid officer.
- Be familiar with the yard duty information pertaining to specific students such as allocated play areas, absconders that is communicated on Sentral Bulletin or Briefing.
- Carry your personal mobile phone to communicate with the office as necessary.

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 area and check areas such as the toilet block, community garden, Spida climbing equipment and colourful equipment
- ensure older students refrain from playing on the coloured equipment when it is designated as a safe zone for foundation during Feb/March.
- 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 the school's Student Engagement 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 Portal.

If being relieved of their yard duty shift by another staff member, 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 another staff member 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 51271966 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 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 WET DAY TIMETABLE

The classroom teacher is responsible for the supervision of all students in their care during class. Students must inform the supervising teacher if they are to leave the classroom for any reason.

If a teacher needs to leave the classroom at any time during a lesson, they should first contact their Buddy Teacher 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 Executive 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.

#### Digital devices and virtual classroom

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

Moe (Albert Street) 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 the library or office area.

#### 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 Special Needs and Intervention Coordinator 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

Students are required to line up in roll order in the undercover area as soon as the music has commenced to indicate that recess and lunch play has finished. Teachers are also required to make their way to the line up area as the music commences to ensure a safe and orderly environment.

Specialist Teachers are required to collect their class from the undercover area and ensure that students move from specialist classes in roll order and in a safe and orderly manner.

Students can only access rooms, classrooms and offices when accompanied by a supervising adult.



Students are expected to access the toilet block in pairs during class time.

Students undertaking tasks involving reporting to the office, first aid, another classroom must do so 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 as a reference in our school newsletter each term
- 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](#)

Policy last reviewed	May 2025
Consultation	School Council
Approved by	Principal
Next scheduled review date	May 2028