



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 Abbotsford 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 of 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

Abbotsford 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.

From 8:45am to 9:00am, staff will be available at the Adventure Playground and Basketball Court.

From 3:30pm to 3:40pm, classroom teachers will supervise students to the Adventure Playground and Basketball Court to meet parents/carers. Students who are not picked up by 3:40pm will be escorted to the Front Office by a staff member on yard duty (3:30pm-3:45pm).

Parents and carers should not allow their children to attend Abbotsford Primary School outside of these hours, and will be advised through regular reminders in the school newsletters. Families are encouraged to contact Camp Australia on 1300 105 343 or refer to <https://www.campaustralia.com.au/> for more information about the before and after school care services available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the principal or nominated 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. (Note: Parents are welcome to supervise their own child between 8:30am to 8:45am on school grounds.)

If a student is not collected before supervision finishes at the end of the day, the principal or nominated staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers (if uncollected by 3:40pm)
- attempt to contact the emergency contacts (if parents/carers are not available)
- place the student in the out of school hours care program (if uncollected by 3:45pm)
- 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.

School staff who are rostered for before or after school supervision must follow the processes outlined below.

Yard duty

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

The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Abbotsford 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 are:

ABBOTSFORD PRIMARY SCHOOL



School staff must wear a provided safety/hi-vis vest and carry a first aid kit whilst on Recess and Lunch yard duty. Safety/hi-vis vests and first aid kits will be stored in the Staff Room.

School Staff must also be familiar with information containing student health and safety information stored in the first aid room. Students' medication such as EpiPen and Inhalers are stored in the First Aid room along with Emergency Action Plans for the individual student.

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 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
- 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 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, as appropriate and as soon as possible
- 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 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, or member of the Leadership Team, 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 the office or call a member of the Leadership Team 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their teaching partner or the front office 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 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 and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Abbotsford 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 within the classroom area where it is visible for the teacher in charge.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored twice daily
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes, please 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 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
- 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](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	18/9/2024
Approved by	Keith McNeil-Principal
Next scheduled review date	Sept 2025

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