



# IRAMOO PRIMARY SCHOOL No 5152

## **YARD DUTY AND SUPERVISION**

### **POLICY**



#### **Help for non-English speakers**

If you need help to understand the information in this policy, please contact Iramoo Primary School on (03) 9741 2803 or [iramoo.ps@education.vic.gov.au](mailto:iramoo.ps@education.vic.gov.au).

#### **Purpose**

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

#### **Scope**

This policy applies to all teaching and non-teaching staff at Iramoo Primary School, including education support staff, casual relief teachers and visiting teachers.

#### **Policy**

Active 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**

Iramoo Primary School's grounds are supervised by school staff from 8:35am until 3:15pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through Compass and newsletters that they should not allow their children to attend Iramoo Primary School 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 may also contact a parent or carer to:

- advise of the supervision arrangements before school
- request that the parent/carers 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
- place the student in an out of school hours care program (where cost will be incurred to families)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### **Yard duty**

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

The principal (or their nominee) is responsible for preparing and communicating the yard duty roster on a regular basis. At Iramoo 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 each year are located on our yard duty roster.

### **Yard duty equipment**

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are stored in the first aid room.
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bags are stored in the first aid room.
- Be familiar with students with specific medical needs, i.e. anaphylaxis, diabetes. This information is included in the Emergency Management plan and discussed at staff meetings.
- Return yard duty equipment 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 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 that they have a visitor pass and have signed in (excluding drop off and collection periods)
- 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 our school's *Student Engagement and Inclusion* and Discipline policies
- ensure that students who require first aid assistance receive it as soon as practicable
- log any major incidents or near misses as appropriate on Edusafe
- 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 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 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.

### **Classroom**

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

Students needing to leave the room for any reason, i.e. for a toilet break, or to collect lunch orders from the canteen must be sent with a responsible partner who is selected by the teacher and not on their own.

If a teacher needs to leave the classroom at any time during a lesson, they should first contact their Teacher Leader or the main office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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**

Iramoo Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices. Iramoo Primary School also follows our Digital Technologies Student Acceptance User Agreement, Portable Electronic Devices, E-Smart-Cybersafety and Mobile Phone policies.

### **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 that arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

### **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
- discussed at staff briefings
- via Compass and school newsletters
- available on our website
- available in hardcopy from our school administration upon request.

### **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](#)
- [E-Smart-CyberSafety](#)
- [Digital Technologies Student Acceptable Use Agreement](#)
- [Duty of Care](#)
- [Excursions](#)
- [Visitors in Schools](#)

### **Policy REVIEW and Approval**

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|--------------------------------------|----------------|
| New Policy developed                 | June, 2025     |
| Approved and ratified by             | School Council |
| Next scheduled review date (2 years) | June, 2027     |