

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Sunshine Harvester 9311 1234 or email: sunshine.harvester.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 Sunshine Harvester Primary School, including education support staff, casual relief teachers and visiting teachers.

POLICY

The Principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

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.

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

Sunshine Harvester's grounds are supervised by school staff from 8:45 am until 3:45 pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, the front of the school and paved middle area will be supervised by school staff.

Parents and carers will be advised through Seesaw and regular reminders in our newsletter that they should not allow their children to attend Sunshine Harvester Primary School outside of these hours. Families will be encouraged to contact the office on 9311-1234 or refer to www.sunshineharvesterps.vic.edu.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
- place the student in an out of school hours care program (ONLY if registration is complete)

- 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 on for before or after school supervision must follow the processes outlined below.

Yard duty

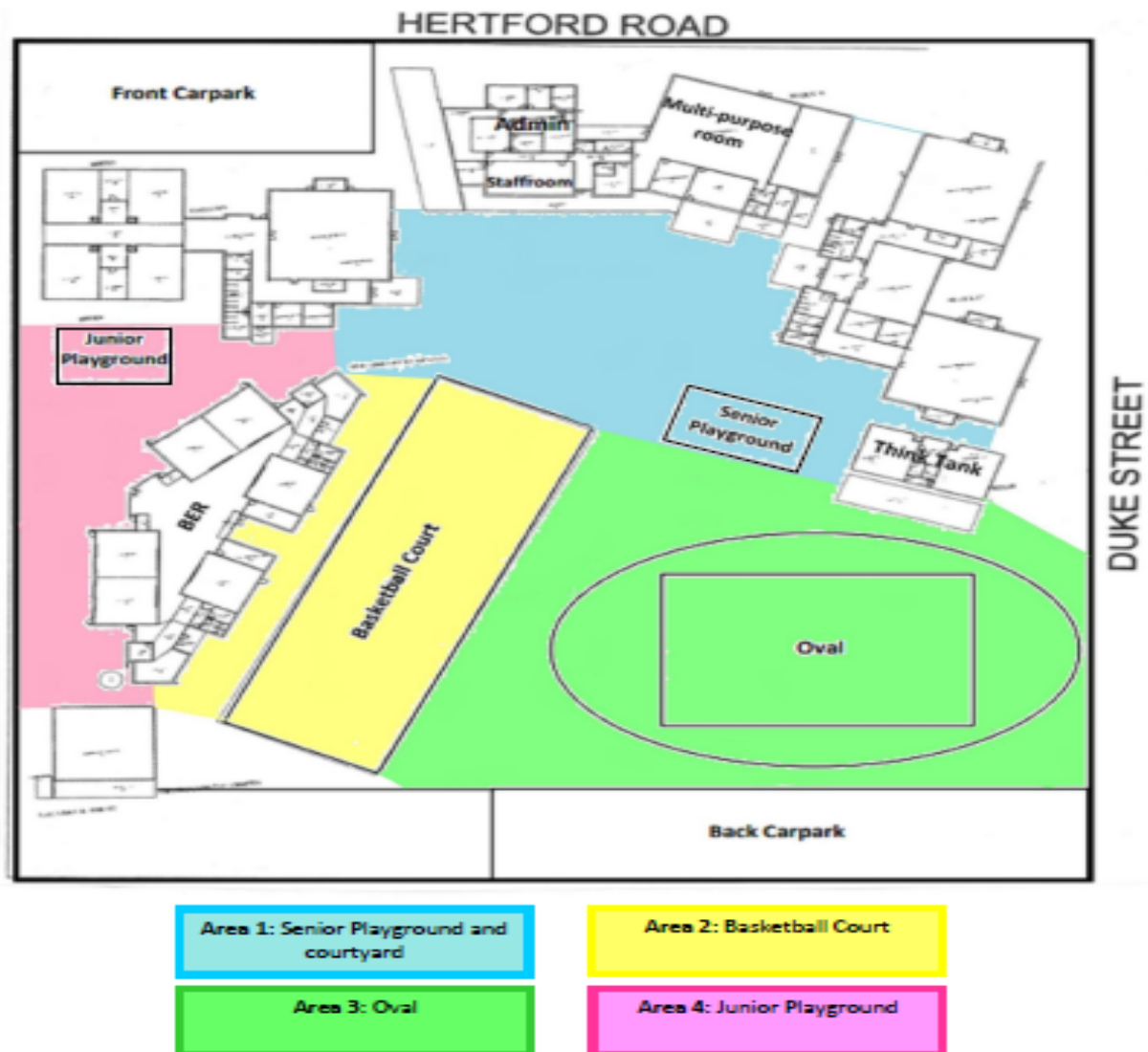
All staff at Sunshine Harvester Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Sunshine Harvester 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:

Area	Description
Area 1	Paved Area/ Senior Playground
Area 2	Basketball Court
Area 3	Oval
Area 4	Junior playground and behind POD D



Yard duty equipment

School staff must:

- wear a provided hi-vis vest whilst on yard duty. Hi-vis vests will be provided to permanent staff or alternatively located in the staffroom for use by CRTs
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bags will be stored in the staffroom.

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 teacher or the lunch/recess break ends.

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 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 the 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 Sentral or the Department's EduSafe Plus

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 Daily Organiser/ Assistant 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 Daily Organiser/Assistant Principal 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/call Assistant Principal 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 times.

If a teacher needs to leave the classroom at any time during a lesson, they should first inform other POD teachers or contact a member of leadership if they require further 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. Appropriate supervision will be planned for special 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's [Excursions Policy](#).

Digital devices and virtual classroom

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

Remote Learning

During periods of remote learning, Sunshine Harvester Primary School will ensure appropriate supervision of any students that are permitted to learn onsite at school. In these cases, students onsite will be supervised in the selected learning space and in the yard during lunch and recess breaks following the above policy.

During periods of remote learning, parents are responsible for the appropriate supervision of their children accessing virtual classrooms from home:

- student attendance will be monitored daily
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – including our *Student Wellbeing and Engagement Policy*, our *Child Safety Responding and Reporting Policy and Procedures* and our online reporting system on Sentral.

In the event of any mandatory period of remote or flexible learning, our School will follow the operations guidance issued by the Department.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with a 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 students in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

COMMUNICATION

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 and as required.

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

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [Supervision](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Mobile Phone Policy](#)

POLICY REVIEW AND APPROVAL

This policy was last updated in 2025 and is scheduled for review in 2027. This policy will also be updated if significant changes are made to school grounds that require a revision of Sunshine Harvester PS Yard Duty and Supervision Policy.

Policy last reviewed	05/05/2025
Approved by	Principal
Next scheduled review date	May 2027