



ESKDALE PRIMARY SCHOOL Yard Duty and Supervision Policy		
<b>Policy Implementation</b> Date: March 2023	<b>Policy Review Date</b> August 2027	<b>Responsible for Review</b> Principal



**Help for non-English speakers**

If you need help to understand the information in this policy please contact [Julie.butler@education.vic.gov.au](mailto:Julie.butler@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 Eskdale 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 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

Eskdale Primary School's grounds are supervised by school staff from 8:45am until 3:40pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the school entrance and playground on the lower level.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Eskdale Primary School outside of these hours. Families will be encouraged to contact Principal or Business Manager on 0260 720 402.

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

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

### Yard duty

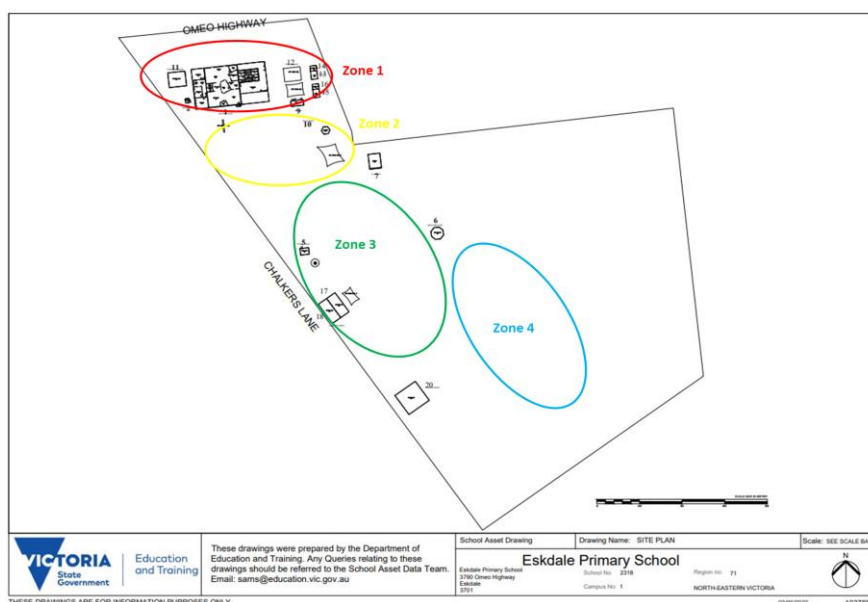
All staff at Eskdale Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Eskdale Primary School, school staff actively supervise the 1<sup>st</sup> and 2<sup>nd</sup> levels of the playground.

### **Yard duty zones**

The designated yard duty areas for our school Term 2, 2023) are

Zone	Area
Zone 1	Level 1 and play equipment
Zone 2	Netball Court and play equipment
Zone 3	Kitchen Garden
Zone 4	Oval





## **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in each teachers room.

## **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 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 policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate . in Yard Duty and Behaviour Book, Medical Attention book.

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 the adjacent teacher or teacher aid 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**

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



### 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 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](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	August 2025
Approved by	Principal
Next scheduled review date	August 2027

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