Yard Duty and Supervision Policy

2026-2028

EYNESBURY PRIMARY SCHOOL

Yard Duty and Supervision Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact Eynesbury.ps@education.vic.gov.au.

Purpose

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

Scope

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.

This policy applies to all teaching and non-teaching staff at Eynesbury 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

Eynesbury Primary School's grounds are supervised by school staff from 8:30am until 3:25pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be available to supervise the entry/exit points to school grounds.

Parents and carers should not allow their children to attend Eynesbury Primary School outside of these hours. Families are encouraged to contact the school's administration office or refer to the school website 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 (if available and if the parent consents)
- 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 Eynesbury 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 Eynesbury Primary School, school staff will be designated a specific yard duty area to supervise, or tagged to a specific student for supervision purposes.

The designated yard duty areas for our school are:

Zone	Area
Zone 1	The Fort (Sandpit & Fort playground)
Zone 2	Courtyards (includes all concrete areas in between Gr P.1.2.3 classrooms, Gaga Pit 1)
Zone 3	Football Oval
Zone 4	The Fox (includes Flying Fox, Monkey Bars, Canteen Area & Undercover area)
Zone 5	Basketball Court (includes gaga pit 2 and table tennis table)

Yard Duty Map

School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry the yard duty first aid bag at all times during supervision

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher or until the last student leaves the area.

During yard duty, supervising staff must:

- methodically move around the designated zone, to ensure that all areas are within line of sight to at least one yard duty teacher at a time.

- where safe to do so, approach any unknown visitor who is observed on school grounds (including on the school fence line) without a clear legitimate purpose
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed or heard 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* 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)
- 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 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 Assistant 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 call the Admin team and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

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 administration 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 activities. 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.

Digital devices and virtual classroom

Eynesbury Primary School follows the department's Digital Technologies - Responsible Use 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
- Made available in hard copy from our General Office 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
  - Digital Technologies - Responsible Use
  - Duty of Care
  - Excursions
  - Supervision of Students
  - Visitors in Schools

Policy review and approval

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

Policy last reviewed	04/07/2026
Approved by	Principal
Next scheduled review date	04/07/2028

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