

Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand this policy, contact croydon.hills.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 Croydon Hills, including education support staff, casual relief teachers and visiting teachers.

POLICY

Appropriate supervision is an important strategy for monitoring 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, camps and other school activities.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to supervise 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

Croydon Hills Primary's grounds are supervised by school staff from 8:45am; at recess time and lunchtime; and after school until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Croydon Hills outside of these hours. Families are encouraged to contact OHSC on 9724 4515 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, including hearing of the parent/carer’s view on arriving to school early to support the safe management of the school population into the school grounds
- 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 the parent consents)
- contact Victoria Police and/or the Department of Families, Fairness and Housing (DFFH) (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 Croydon Hills are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principals are responsible for preparing and communicating the yard duty roster on a regular basis with teachers designated a specific yard duty area to supervise and Education Support Staff specific children. Staff are required to organise any necessary swaps to accommodate being offsite (e.g. excursion in their level) and communicate this swap to the Assistant Principal. The designated yard duty areas for our school

Area	<i>During Recess and Lunchtime</i>	<i>Before and after school</i>
Prep	Prep playspace and prep playground	Front of School and Drop Off Zone Prep and Junior Playground Senior Courtyard, Basketball Courts Gate unlocking and locking
Juniors	Junior oval and both junior playgrounds	
Middles	Middle ovals, soccer pitch and middle playground	
Central	Birches, farm, canteen courtyard and top basketball courts	

- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate i.e. on Compass, 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), 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.
- pay close attention to fence lines and school boundaries; encouraging students to play in alternate spaces.

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 radio the office/call Assistant Principal 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 their neighbouring teacher, Coordinator or Assistant Principal 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Croydon Hills Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on the school site. In these cases, students will be supervised in the library/break-out spaces/common areas.

Supervision of students 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.

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.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Included in staff induction processes
- Included in our staff handbook
- Annual reference in school newsletter
- Hard copy available from school administration upon request

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](#)

REVIEW CYCLE

Ratified by Principal - February 2024

Review Date - February 2025

This policy will also be updated if significant changes are made to school grounds that require a revision of Croydon Hills Yard Duty and Supervision Policy.