SOUTH YARRA 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 the office either by phone or email.
Email: south.yarra.ps@education.vic.gov.au
Phone: 03 9866 3424

PURPOSE

To ensure school staff understand their supervision and Yard Duty responsibilities.

SCOPE

This policy applies to all teaching and non-teaching staff at South Yarra 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.

Before and after school

South Yarra Primary School's grounds are supervised by school staff from 8.40 am until 3.40 pm. Outside of these hours, school staff will not be available to supervise students. South Yarra Primary School will regularly inform parents/carers in the school newsletter, of the precise times during which the school's grounds will be monitored.
The Quad Area is supervised before school each day by school staff from 8.40 am. Prep, Year 1 and Year 2 students enter the classroom at 8.50 am. (Lessons commence for Prep – Grade 2 at 8.50am).

We conduct a 'Soft Start' for students in Years 3 to 6. Students walk into their classroom from 8.50 am and read quietly until a bell rings at 9 am. Late comers enter by the front entrance and log their arrival using the Kiosk device on the counter.
Parents are expected to accompany their child/children if arriving late and to sign them in.

Prep and Year 1 students are dismissed at 3.15 pm. Year 2 students are dismissed at 3.20 pm. Year 3 students are dismissed at 3.25 pm. Year 5 and 6 students are dismissed at 3.30 pm. They are supervised by school staff until they are collected by their parents, carers or Out of School Hours Care staff. Prep students are dismissed and exit the school via the gate to Fawkner Park. Years 1 and 2 students are dismissed and exit the school via the gate to Fawkner Park.

All other students are dismissed via the gate to Fawkner Park at 3.30 pm, where they are supervised by school staff until they:

- are collected by parents or carers
- go to Out of School Hours Care
- ride or walk home

Students who have not been collected by parents or carers by 3.40 pm are escorted to the office area where parents are contacted by phone. The students are then collected from the foyer.

Parents and carers will be advised through various whole school communications (newsletter, Compass notifications) that they should not allow their children to attend South Yarra Primary School outside of these hours. Families are encouraged to contact Team Kids: Office 03 9532 0366 or Service Mobile 0437 972 344 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 8.40 am, 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 such as using the Child Care Services available onsite.

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)
- 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

Staff at South Yarra Primary School are expected to assist with yard duty supervision and will be included in the roster each term.
The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At South Yarra Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as in Term 4, 2022) are outlined below:

- Zone 1: Quad zone (within the school grounds - quad area)
- The staff member on yard duty in this zone wears a yellow high-visibility vest and carries a first aid kit, a walkie-talkie handset and a Yard Duty folder.
- The staff member in Zone 1 is responsible for administering any First Aid and for sending students to the Front Office if there are any head knocks or first aid concerns requiring further attention.
- The staff member will have the First Aid book with them and will record all First Aid administered.
- Zone 2: Play area as indicated on the Zones map.
- The staff member on yard duty in this zone wears a yellow high-visibility vest, a wide brimmed hat (Terms 1 and 4), carries a first aid kit, a walkie-talkie handset and a folder,
- This staff member is responsible for ensuring only basketball or netball is being played on the basketball court
- Staff will need to be monitoring Pasley Street and any members of the public who enter the school area
- Zone 3: Playground zone
- The staff member on yard duty in this zone wears a yellow high-visibility vest and carries a first aid kit, a walkie-talkie handset and a Yard Duty folder. This staff member is responsible for ensuring that all students are using the play equipment correctly, and monitoring which year levels use specific play equipment at specific times.
- Zone 4: Basketball/Netball Court/Ball games area used by students in Years 5 and 6 only.
- The staff member on yard duty in this zone wears a yellow high visibility vest and carries a first aid kit, a walkie-talkie handset and a Yard Duty folder.

- This staff member is responsible for making sure all ball games on the dual Basketball/Netball Court and back grassed area are being played properly, calmly and with good sportsmanship.

SOUTH YARRA PRIMARY SCHOOL YARD DUTY ZONES

Yard duty Equipment

School staff must:

- wear a provided safety/high-visibility vest whilst on yard duty. Safety/high-visibility vests will be stored in the Staff Room with the Yard Duty books and First Aid bags.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored inside the staffroom door in the basket provided.
- Be familiar with the yard duty information pack containing individual student health and safety information stored in the Yard Duty bag and in the Yard Duty Books.
- Each yard duty teacher will carry a Walkie Talkie unit. The unit will be returned to the charger in the staff room at the end of each period of Yard Duty Supervision
- Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.
- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.
- During yard duty, supervising staff must:
- methodically move around the designated zone, ensuring active supervision of all students
- ensure students remain within designated boundaries at all times
- be alert and vigilant at all times
- 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)
- 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 SYPS Student Codes of Conduct (junior and senior) and 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 in the SYPS Yard Duty Book or QR Code form

- 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.
- supervising staff in the park zones must be the last people to return to the school and the end of recess and lunch when the bell has rung, having thoroughly checked all play areas for students still playing
- supervising staff in the Park and the Quad will, using the Emergency Card System: send a Red Card to the Staff Room, requesting extra staff assistance if there is a First Aid incident in the Park.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Yard Duty Organiser 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 send a message to the staffroom and inform other staff on yard duty via the walkie talkie 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 staffroom 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. If this is not possible, students should seek the assistance of their classroom teacher or Assistant Principals/ Principal
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.

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 front 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
South Yarra Primary School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.
South Yarra Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised by teachers and Education Support staff in the ground floor classrooms of the PMB and in the quad while participating in remote and flexible learning while on school site.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored via Compass.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

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 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.
Other areas requiring supervision:

- Arrangements for Students moving around the school during class time
- Students are expected to go to the bathroom in pairs during class time
- Students moving around the school during class time are supervised by school staff

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
- Via the South Yarra Primary School Website - at https://southyarraps.vic.edu.au
- Included as a reference in our school newsletter each term
- Referenced in our staff handbook

FURTHER INFORMATION AND RESOURCES

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

- Health Care Needs
- Health Support Planning Forms
- Child Safe Standards
- Cybersafety and Responsible Use of Technologies
- Duty of Care
- Excursions
- School Community Work
- Supervision of Students
- Visitors in Schools
- Work Experience

This policy will also be updated if significant changes are made to school grounds that require a revision of South Yarra Primary School's Yard Duty and Supervision Policy.

POLICY REVIEW AND APPROVAL

Endorsed on	April 2025	
Endorsed by	The Principal and School Council	
Next review date	April 2027 or as required due to changes in designated play areas	