# Yard Duty Policy

## Help for non-English speakers

If you need help to understand the information in this policy, please contact school office on 51271512 or moe.ps.south@education.vic.gov.au.

## 1. Purpose

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

## 2. Policy Statement

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.

## 3. Implementation

**Before and after school**

Moe (South Street) Primary School grounds are supervised by school staff from 8:30am until 3:10pm. Outside of these hours, school staff will not be available to supervise students. Parents/Carers will be regularly informed of the precise times during which the school's grounds will be monitored (e.g. in the school newsletter each term).

Before school we have one staff member on duty from 8:15am – 8:30am.

Recess (10:50am – 11:20am) we have four staff members on duty (Oval, Basketball Court and Top playground/canteen and a floater)

Lunch (1:30pm – 2:00pm) we have six staff members on duty (Oval, Basketball Court and Top playground/canteen, Floater and two in Solution Spot)

Parents and carers should not allow their children to attend Moe (South Street) Primary School outside of these hours. If a students arrive between 8::00-8:15am they must attend the school Breakfast Club Program as it is a supervised activity.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or classroom teacher 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. Families are encouraged to contact Juliana Arenas from In 2 Learning on 0411821530 or email julianain2learnng.com.au for more information about the formal before and after school care facilities available to our school community.

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:

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**

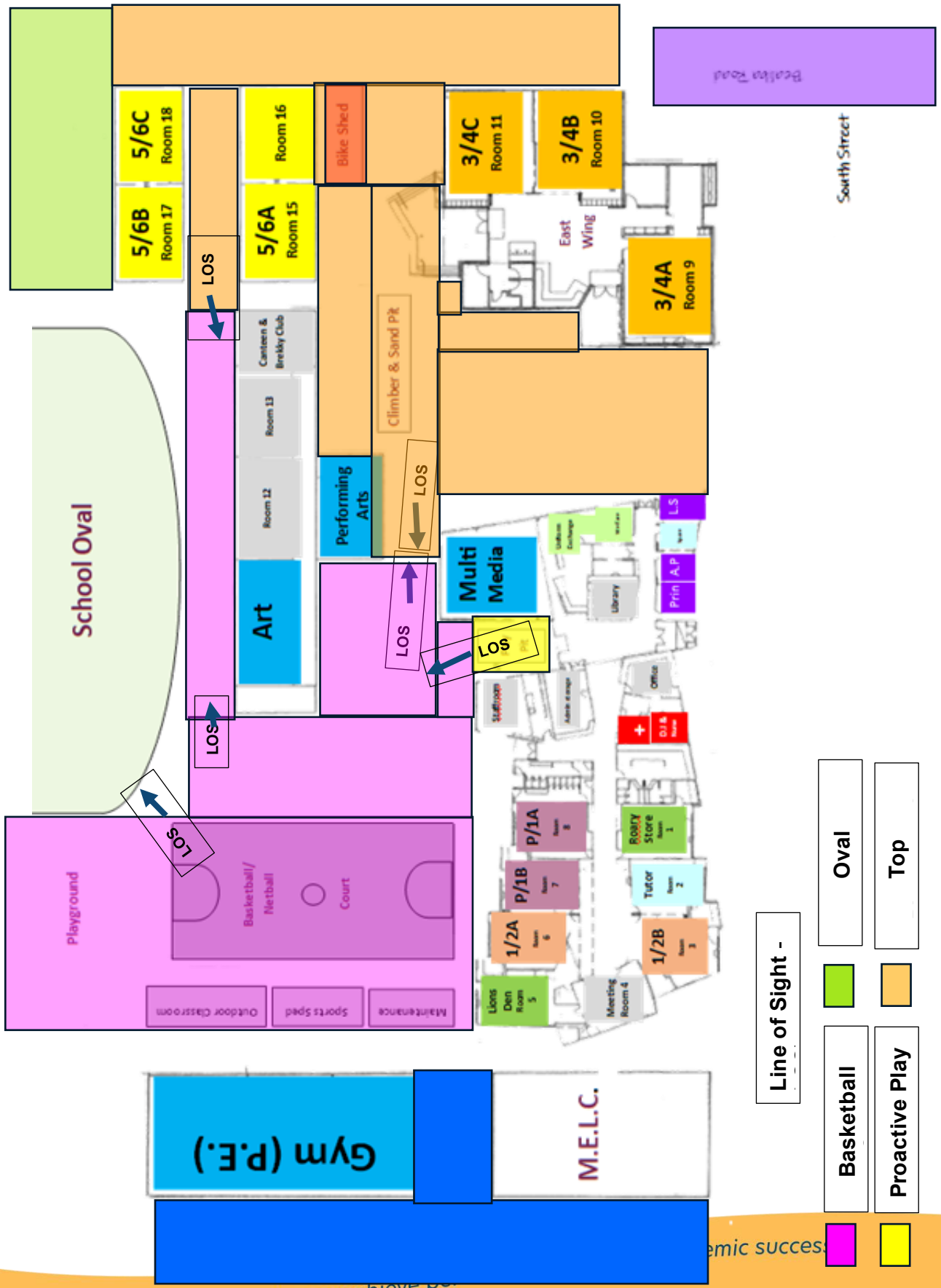
All staff at South St Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Leadership Team is responsible for preparing and communicating the yard duty roster on a regular basis. At Moe (South Street Primary), school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are outlined below

| Zone | Area |
|---|---|
| Zone 1 | Oval |
| Zone 2 | Basketball Court, Playground, Back of Art room Building |
| Zone 3 | Top Area/ 3/4 Building/ Canteen / 5/6 Portables (Loop) |
| Zone 4 | Proactive Play |
| **After School Duty** | |
| Zone 5 | MELC |
| Zone 6 | Bus/ Bike Shed |
| Zone 7 | South St/Bealiba Road Corner |

# Yard Duty Policy



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**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 the staffroom
- Collect the yard duty book for their designated area
- Be familiar with the yard duty information pack containing student health and safety information stored in the yard duty folders.
- Access Restriction information will be confidentially stored confidentially in the Administration Office

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. The yard duty staff member must stay in their area until all students are back in their line.

During yard duty, supervising staff must:

- methodically move around the designated zone ensuring active supervision of all students
- Line of Sight (LOS) – Into the other designated areas of the yard.
- 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 our *Student Engagement and Wellbeing* policy. The behaviour standards and consequences are in the back of the yard duty folder.
- hand out tokens to children who are displaying expected PB4L behaviours (Positive Behaviour for Learning)
- ensure that students who require First Aid assistance receive it as soon as practicable. Card is in the yard duty folders to give to the child if they need to be sent to the sick bay.
- log any incidents or near misses as appropriate in the Yard Duty Book

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. Second staff member needs to go out before the bell goes for change over. They need to be doing handover as the bell goes for the changeover.

# Yard Duty Policy

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Assistant Principal / Daily 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 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 send a message to the staffroom/office, and not leave the designated area until a replacement 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.

Proactive Play is currently held in the Play pit. It provides a safe, structured environment where children who have had difficulties regulating their emotions in the yard can practise and learn how to play safely and respectfully with others and build social skills with support from adults. A staff member is always on duty to guide play, model expected behaviours and provide individualised support.

Active Play runs for the entirety of every recess and lunchtime unless a wet day timetable is called. Student attendance and focus areas are recorded and reviewed weekly through the Positive Play document update process, ensuring that supports remain targeted and effective to student positive social development.

**After School – Bike/Scooter/Skateboard**

Staff are to actively supervise students as they walk their bikes, scooters, or skateboards out through the Bealiba Road gate. The staff member on duty is responsible for opening the gates near the bike shed.

**When a student is not collected**

If a student has not been collected by 3:10 pm, the staff member on duty must take the student to the front office and contact their parent/carer to arrange pick-up.

## 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 Assistant Principal/ 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 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**

Moe (South Street) Primary School follows the Department's Cyber Safety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Moe (South Street) Primary will ensure that during wet weather play digital devices will not be used. During class time active supervision will occur when students are using Digital devices. Students will sit at tables so that teachers are able to see the student devices as they roam the classroom.

Students using breakout spaces are to be supervised by a teacher or Educational Support staff member. They are not to be left unsupervised while using a digital device.

Moe (South Street) 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 in a classroom by the Onsite Teacher or if students are participating in the Victorian High Abilities Program, the Intervention teacher will supervise.

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

- student attendance will be monitored by a roll kept of daily attendance.
- any wellbeing or safety concerns will be managed in accordance with our usual processes – refer to our *Student Wellbeing and Engagement* Policy and our *Child Safety and Reporting* Policy 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 a mandatory period of remote or flexible learning our School will follow the operations guidance by the Department.

## 4. COMMUNICATION

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

- Made available publicly on our school website
- 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 office.

# Yard Duty Policy

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
  - Cycling to and from School

## POLICY REVIEW AND APPROVAL

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|---|---|
| **Date Implemented** | 17/09/2025 |
| **Approval Authority (Signature and date)** | |
| **Consultation** | Staff Feb (2025), Consultative Committee<br>Policy Team |
| **Dates Reviewed** | 20th November 2018, 25/10/2025 |
| **Responsible for Review** | Principal, Policy Coordinator |
| **Next Review Date** | September 2027 |

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