

# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school administration office.

## PURPOSE

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

## SCOPE

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

Murrum Primary School's grounds are supervised by school staff from 8.35am until 3.15pm. Outside of these hours, school staff are not available to supervise students.

Before and after school, school staff supervise the main entrances to the school at the gates on Elpis and Pegasus Roads (south and east entrances of the school). Playgrounds and yard spaces will not be supervised during drop off and pick up times.

Parents and carers/families are advised through our school communication channels, such as, Compass and the school website, that they should not allow their children to attend Murrum Primary School outside of these hours. Families are encouraged to contact our Business Manager at the Administration Office or can refer to our 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 parents and carers/families to:

- advise of the supervision arrangements before school
- request that the parents and carers/families make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member considers whether it is appropriate to:

- attempt to contact the parents or carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available and the parent or carer consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

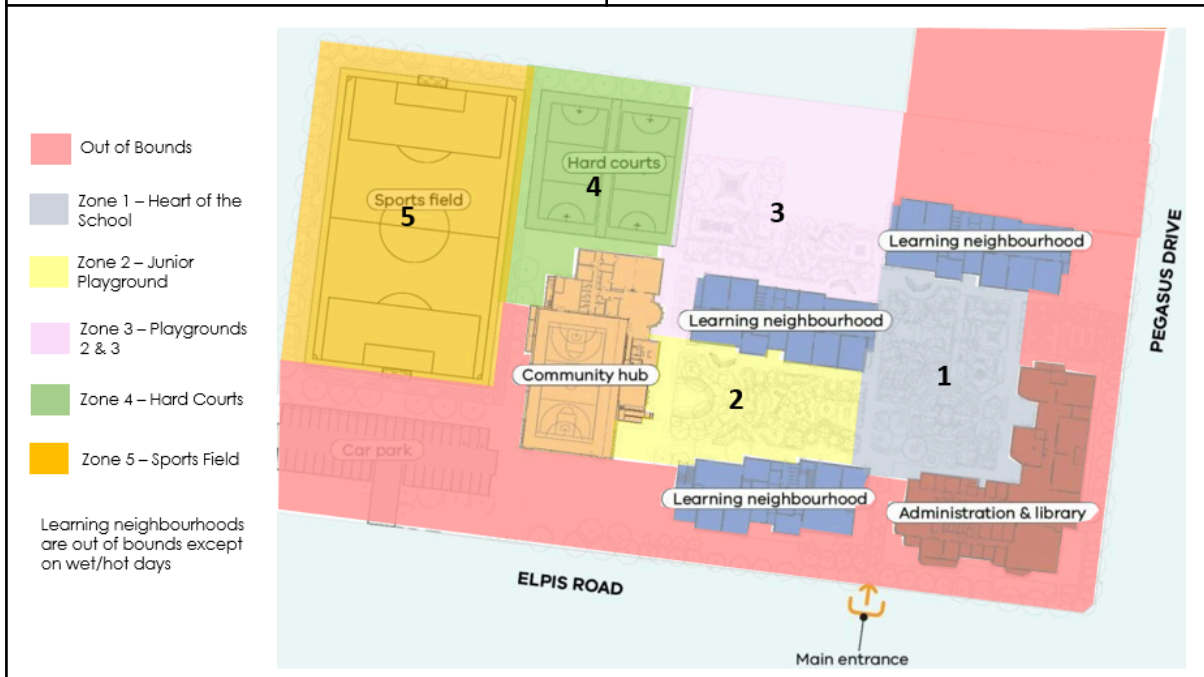
All staff at Murrum Primary School are expected to assist with yard duty supervision and are included in the weekly roster.

The Principal or alternative nominee, (e.g. Daily Organiser/Assistant Principal) is responsible for preparing and communicating the yard duty roster on a regular basis. At Murrum Primary School, school staff are designated a specific yard duty area to supervise.

### **Yard duty zones**

The designated yard duty areas for our school (as at Term 1, 2026) are:

<b>Zone</b>	<b>Area</b>
Zone 1	Heart of the School
Zone 2	Junior Playground
Zone 3	Playgrounds 2 & 3
Zone 4	Hard Courts
Zone 5	Sports Field



## **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are stored in the staff member's learning space or office or available to loan from the front office.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag is provided to staff on commencement and then stored in the staff member's learning space or office or available to loan from the front office.
- be familiar with the yard duty information containing student health and safety information stored on carabiner rings on the first aid bags or on the Staff Information Portal, or in case of a Casual Relief Teacher (CRT), in their Daily Organisation kit. This kit contains information relating to student health and safety such as frequent absconders, parents and carers who pose a serious risk to safety, photo cards of any anaphylactic students.
- return yard duty bag to the sick bay at the end of employment or at the end of the school year or as in the case of a CRT, at the completion of daily duties

All staff have their own allocation of yard duty equipment. If they are running low on supplies, they are to seek a refill from the sick bay.

## **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, or at the completion of recess time ensuring all students have returned to their learning spaces and cleared the area.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring 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 a visitor pass and have signed in (excluding drop off and collection periods)
- ensure students remain in their designated year level zones (if applicable)
- 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 Wellbeing and Engagement Policy*
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass as a chronicle for all involved students and/or on 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), 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.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Daily Organiser or a member of the Leadership Team 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 Daily Organiser or a member of the Leadership Team but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should call the administration office to report the absence and not leave the designated area until a relieving staff member has arrived.

Students are 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 student needs to leave the classroom at any time of the day, teachers are to;

- Ascertain if the student's reason for leaving the space is warranted (e.g. need to use the toilet, need to visit sick bay, need to run a time sensitive errand)
- Keep a log of times student/s left and returned to the space
- Ensure that the student, if partnered with another responsible and reliable student (e.g. if sending to office to go home, send the student with two partners so that the returning student is not moving around the grounds alone), reaches their destination (e.g. sick bay entry on Compass, or administration office)

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their Team Leader, or Daily Organiser or a member of the Leadership Team for assistance by calling the administration office. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Educational Support Staff (ESS) who are aides in the classroom supporting students, cannot be left to supervise a class without a teacher present. The teacher may ask the ESS to get assistance as required.

### 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 the activity. Appropriate supervision is 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 follows the supervision requirements in the Department of Education [Excursions Policy](#).

### Digital devices and virtual classroom

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

Murrum Primary School also ensures appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students are supervised in an appropriate space for example, the library, a common space or a spare learning space if available.

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

- student attendance is monitored by the coordinator of the program
- any wellbeing or safety concerns for the student is 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 require additional supervision, such as students with disability or other additional needs. In these cases, the principal or delegate 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 follows our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our school follows the operations guidance issued by the Department.

### Other areas requiring supervision

Staff are to provide the following supervision expectations across the school;

- Students are not to be left alone or without a staff member adult inside of rooms or offices
- Students working with Education Support staff remain in the duty of care of the teacher assigned to them at that time
- Students sent to the toilet or to run errands are to be sent with a responsible partner
- Students are not to be given staff keys or fobs to access doors or to access Staff Only areas or locked cupboards/storage
  - Students are not to be brought into staff only areas without the permission of a member of leadership (e.g. for School Captain interviews, or Wellbeing meetings).

**Library:** The school library is a space where students engage in independent study, research, and reading. To ensure a conducive environment and promote responsible behaviour, supervision is provided by a teacher during designated library hours.

**Transitions between classrooms and different areas:** When students move from one classroom to another or transition to different areas within the school premises, supervision is essential to maintain orderliness and ensure the safety of all students. Teachers and staff members are stationed strategically to supervise these transitions and provide guidance as needed.

**Bathroom usage:** We recognise the importance of promoting independence while also ensuring the safety and security of our students. Therefore, arrangements for bathroom usage during class time are outlined as follows:

- Students are encouraged to use the bathroom during designated break times, minimising disruptions to instructional time.
- A buddy system is in place during class time, encouraging students to go to the bathroom in pairs. This practice not only enhances safety but also cultivates a sense of responsibility among students.
- Teachers and staff members are available to provide assistance and supervision as needed, ensuring that bathroom breaks are conducted in a safe and respectful manner.

Refer to the *Child Safety Risk Register* for any further conditions/expectations placed on student supervision.

## COMMUNICATION

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our online staff information portal
- Made available in hard copy from school administration upon request.

Information for parents and carers and students on supervision before and after school is available on our school website and parent and carer reminders are sent at the beginning of each term in our school communications and updated regularly.

## 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	July 2025
Approved by	Principal – S Fleming
Next scheduled review date	July 2028 To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter*

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