



## 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 office on 9874 2511 or email [vermont.ps@education.vic.gov.au](mailto:vermont.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 Vermont Primary School and Kindergarten, 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, time and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

### IMPLEMENTATION

#### Before and after school

Vermont Primary School and Kindergarten's grounds are supervised by school staff from 8.45am until 3.45pm.

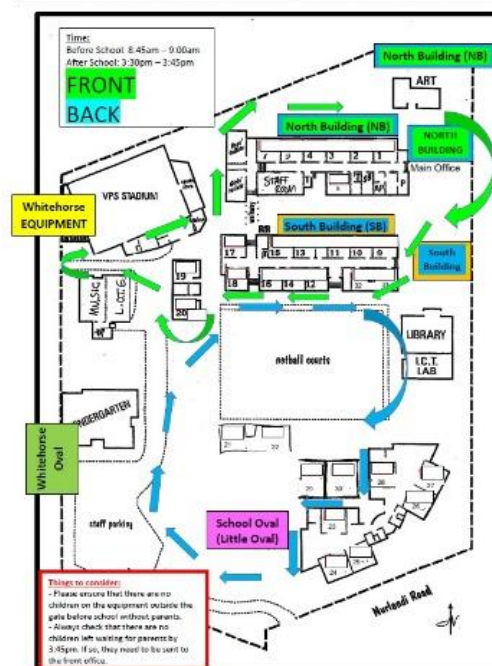
Before and after school, school staff will supervise the zones 1, 2 and 3 (as outlined below).

After school the staff member who is supervising the front of the school will also complete Bus Duty. This requires staff safely directing the students across the road on to the bus and then returning to school grounds to complete the circuit until 3:45pm.

Outside of the hours of 8:45am and 3:45pm, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Vermont Primary School and Kindergarten outside of these hours. Refer to Communication in this policy for all methods

YARD DUTY LOCATIONS – BEFORE AND AFTER SCHOOL



to remind the school community. Two of these methods include being reminded via the School Newsletter and in School Assemblies. Families are encouraged to contact the Outside of School Hours Care Program 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
- place the student in an Outside of School Hours Care program (if available)
- 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)
- 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 Vermont Primary School and Kindergarten are expected to assist with yard duty supervision and will be included in the weekly roster.

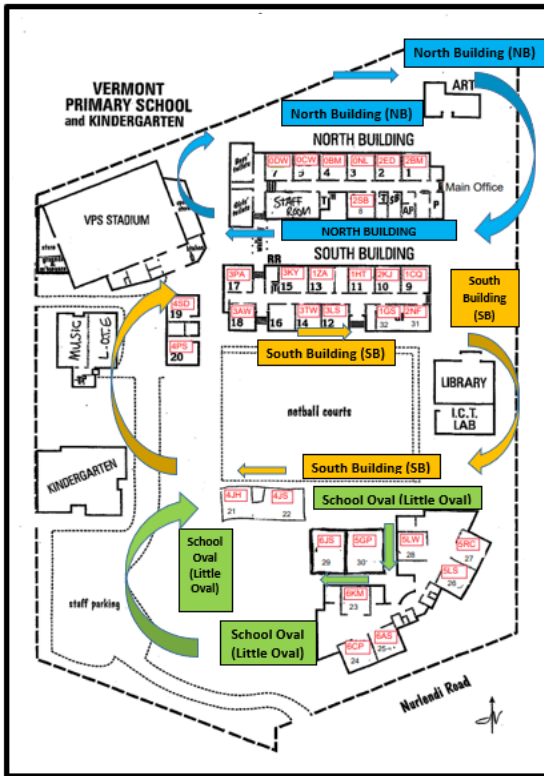
The Principals are responsible for preparing and communicating the yard duty roster on a regular basis. At Vermont Primary School and Kindergarten, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are:

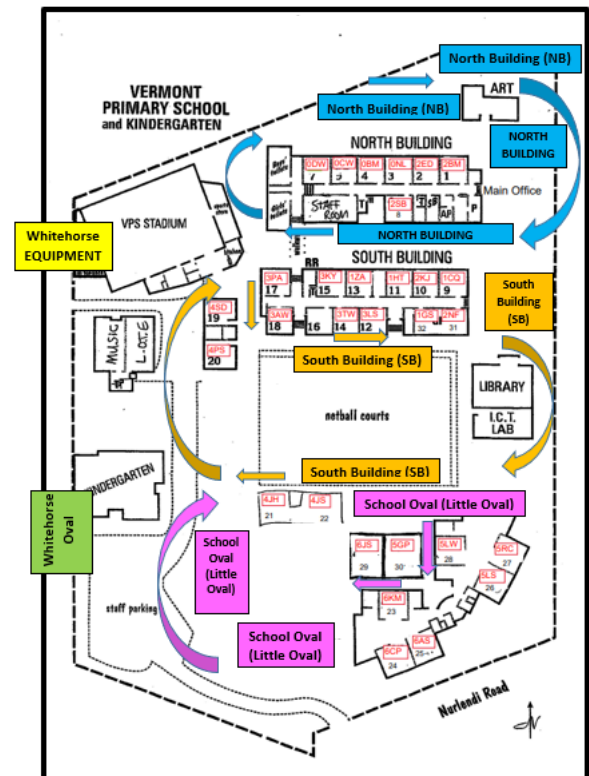
Zone	Area
Zone 1	North – Prep Playground and Eating Area
Zone 2	South – Basketball Court
Zone 3	South - Vermont Primary School Little Oval
Zone 4	Vermont Council Equipment
Zone 5	Vermont Council Oval



**YARD DUTY LOCATIONS - RECESS**



**YARD DUTY LOCATIONS - LUNCH**



**Yard duty equipment and responsibilities**

School staff must:

- wear a provided orange safety/hi-vis vest whilst on yard duty and carry a First Aid Yard Duty Bag. A safety/hi-vis vest will be in each classroom and additional vests will be located in First Aid Room.
- not use their phone for any personal phone calls or messages (only to be used for school purposes)
- remain in the designated area until they are replaced by another teacher. When 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.
- *methodically move around the designated zone as highlighted in the maps ensuring active supervision of all students*
- be present with no distractions and if supervising the Whitehorse City Council areas (i.e., the Vermont reserve Oval and/or Equipment), follow the prompts below:
  - Vermont Council Equipment – teacher must check for rubbish and any items that could cause harm and remove them using the tongs in the Yard Duty Bag before allowing students to enter the area. The Yard Duty Teacher is to roam around at all times to observe all equipment area and to be vigilant about any public entering the gates.
  - Vermont Council Oval – play on the oval must be rotated on a daily basis so that the grass and pitch are able to grow. The Yard Duty Teacher is to place themselves in the middle of the oval and move around carpark side to ensure the students are safe. The teacher is to carry a First Aid Bag and have access to a First Aid Bag that carries an autoinjector with them at all times
    - Relieving Teachers are not permitted to perform duty on the Vermont Council Oval or Equipment. Relieving teachers can complete duty in Zone 1 and 2 and 3.
- 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 to show that they have signed in to the school at the school office
- be alert and vigilant (i.e., no personal phone calls or texting, no distractions)
- 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 Vermont Primary School and Kindergarten [Student Engagement and Wellbeing](#) policy
- ensure that students who require first aid assistance receive it as soon as practicable
- support students to access Peer Mediators, staff members or Principals depending on the support they require to find a friend, solve a problem or address a school rule that was broken
- log any incidents as a chronicle in COMPASS to ensure relevant staff members are aware

If the supervising staff member is unable to conduct yard duty at the designated time, they should make alternative arrangements and swap with another staff member (preferably with the Assistant Principal in charge of the Daily Organiser being aware of the changes).

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office, 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 contact the office 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.

All teaching staff are to ensure that they are familiar with the Wet Day / Hot Day Yard Duty Timetable to ensure that they are present on time to fulfill their supervision role.

### **Classroom**

The classroom teacher is responsible for the supervision of all students in their care during class. ***The teacher must be in the classroom at all times.*** This does not include Education Support Officers or Student Teachers. It **must** be a teacher or a Principal.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their Year Level Team Leader for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving. ***The staff member must be another teacher or a Principal.***

### **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 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**

Vermont Primary School and Kindergarten follows the Department's [Digital Technologies – Responsible Use](#) with respect to supervision of students using digital devices. This can be located in the [Digital Learning Policy](#). Vermont 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 a teacher in the area of learning.

In the event of any Wet Day / Hot Day Timetable where students remain in the classroom for recess and/or lunchtime play, they are not permitted to use any 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. At Vermont Primary School, this may involve supervising students whilst in lunchtime clubs. Staff involved in clubs need to ensure that they check the requirements.

## 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.

## Movement of Students from classrooms to different areas of the school

Students must be supervised when moving to specialist at all times. Please refer to the details below in regard to Year Groups:

- Foundation to Year 4 Students MUST be led in an orderly fashion by a teacher, to and from the specialist subject (including library sessions).
- Year 5 to 6 have some independence, however teachers are to follow at least half way to ensure they are walking in an orderly manner. If this does not occur, students will lose this independence until positive examples of behaviour have been proven.

Students attending the school bathrooms during class time are to go in pairs.

## Communication

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

- Included in staff induction process
- Discussed at staff briefings or meetings, as required
- Be available as a hard copy from school administration upon request
- Included as a reference in our school newsletter each term

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent in school newsletters.

## 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:

Policy last reviewed	November 2024
Approved by	Principal
Next scheduled review date	November 2026 (Mandatory minimum review cycle for this policy is 2 years)

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

Ratified by School Council November 2024

Due for Review November 2026