



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 on 03 9737 9258 or silvan.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 Silvan 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

Silvan Primary School's grounds are supervised by school staff from 8.45 am until 3.45 pm. Outside of these hours, school staff will not be available to supervise students. Parents and carers will be regularly informed of the supervision times in the school newsletter. So that they should not allow their children to attend Silvan Primary School outside of these hours. Families are encouraged to contact our school for more information about the before and after school care facilities available to our school community.



Before School from 8.45 am, the gazebo, basketball court and netball court is supervised until 9 am. After school from 3.30 – 3.45 pm students are supervised in the gazebo for parent pick-up from the service road. After this time, students are to wait in the library until parents arrive. Parents and carers should not allow their children to attend Silvan Primary School outside of these hours. Families are encouraged to contact Damian Tirchett at the school 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
- ❖ 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
- ❖ contact Victoria Police and/or 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 Silvan Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

The designated yard duty areas for our school as at Term 1, 2025 are as follows:

Zone	Area	Times
Zone 1	Gazebo – for drop off and pick up	8.45 - 9.00 am (Before School) 3.30 - 3.45 pm (After School)
Zone 2	Front playground	8.45 - 9.00 am (before School) 11.00 - 11.30 am (morning recess) 12.30 - 1.15 pm (lunch) 2.15 - 2.30 pm (afternoon recess)



Zone 3	Basketball court	8.45 - 9.00 am (before School) 11.00 - 11.30 am (morning recess) 12.30 - 1.15 pm (lunch) 2.15 - 2.30 pm (afternoon recess)
Zone 4	Netball court	11.00 - 11.30 am (morning recess) 12.30 - 1.15 pm (lunch) 2.15 - 2.30 pm (afternoon recess)
Zone 5	Back playground	11.00 - 11.30 am (morning recess) 12.30 - 1.15 pm (lunch) 2.15 - 2.30 pm (afternoon recess)
Zone 6	Oval	11.00 - 11.30 am (morning recess) 12.30 - 1.15 pm (lunch) 2.15 - 2.30 pm (afternoon recess)

INSERT SCHOOL MAP WITH ZONES MARKED

Yard Duty Responsibilities

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 at recess and lunch times and checking no children are in the out of bounds area of the school.
- 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 out in your school's *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 appropriate on edusafe
- 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.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Principal or the person second in charge 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 Principal or the person second in charge 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 Principal or the person second in charge via a responsible student 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.

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 closest teacher to them 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 [Excursions Policy](#).

Wet/Windy/Hot day Supervision

In the event of wet, windy and extreme hot days the students will be supervised in the BER building and the teachers on yard duty will assume the responsibility for the students.

Digital devices and virtual classroom

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

Silvan 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 the computer lab and or classroom depending on the device being used.

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

- student attendance will be monitored daily
- 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 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.

Other areas requiring supervision

Students require supervision during all specialist lessons which includes students moving from classrooms to different areas of the school.



Students who need to use the bathroom, during class time are expected to go in pairs.

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
- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request

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

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

REVIEW CYCLE

Policy Name	Requires School Council Approval		Date Reviewed	Consultation	Recommended Review Cycle	Next Review Date
<i>Yard Duty and Supervision Policy</i>		<i>No</i>	<i>21st May 2025</i>	<i>No, but Principal may present to School Council for noting</i>	<i>2 years</i>	<i>May 2027</i>
<i>Approved by:</i>	<i>Principal-Damian Tirchett</i>					



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