
ESSEX HEIGHTS 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 Essex Heights Primary School on 9807 4944.

PURPOSE

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

SCOPE

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Essex Heights Primary School, including education support staff, casual relief teachers and visiting teachers.

POLICY

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.

Before and after school

Essex Heights Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be available to supervise the southern play areas of the school and the front entrance of the school.

Parents and carers should not allow their children to attend Essex Heights Primary School outside of these hours. Families are encouraged to contact OSHC - Paul Davies on 9807 2615/ 0417 941 986. Refer to <http://essexheightsps.vic.edu.au/page/90/Before-&-After-School-Care> 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
- place the student in the out of school hours care (OSHC) program
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

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

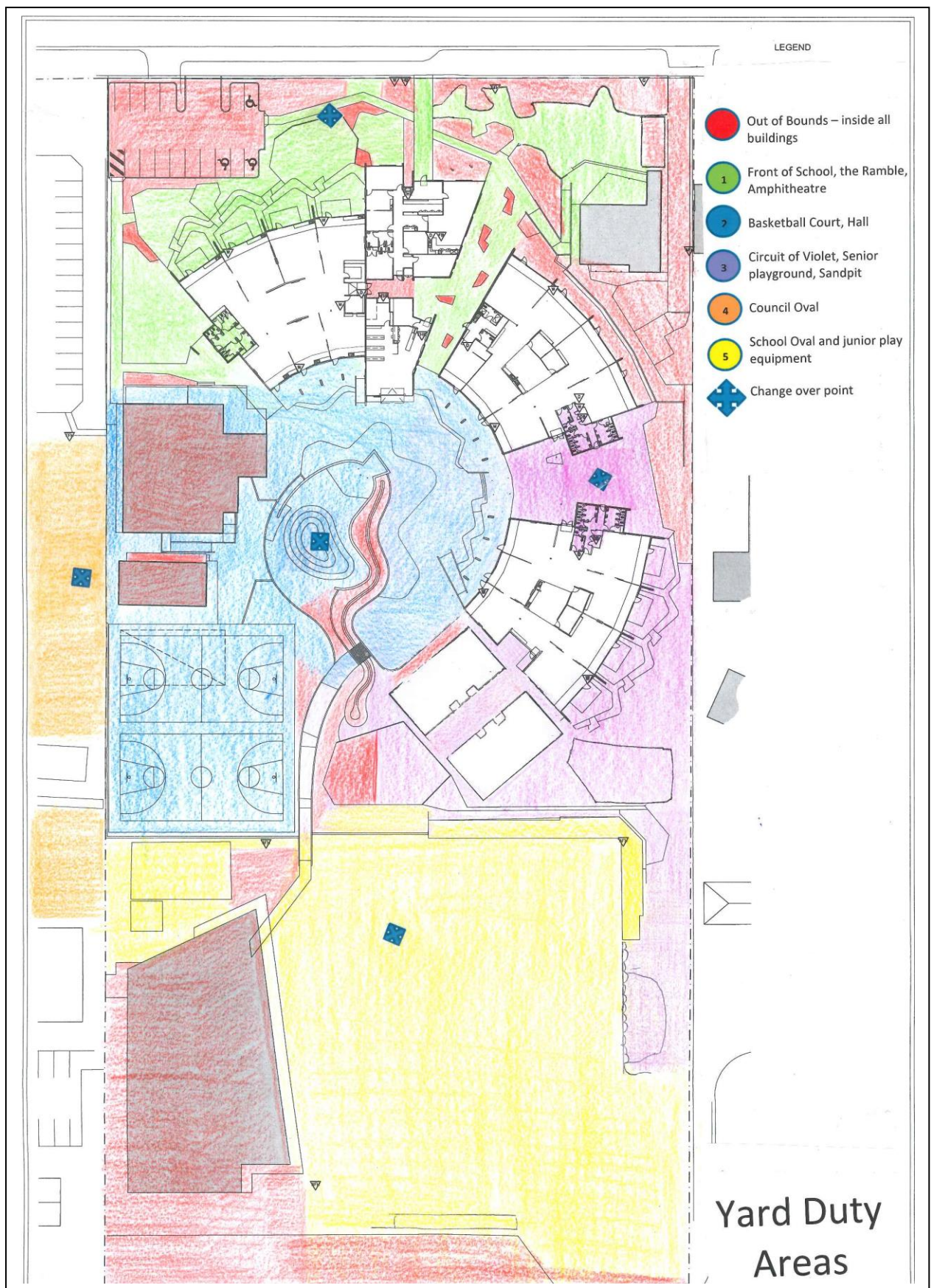
The principal [or nominee] is responsible for preparing and communicating the yard duty roster on a regular basis. At Essex Heights Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as at Term 1, 2024) are:

Yard duty Zones

		Recess	Lunch
Area	1	Front of School, the Ramble & Eucalyptus toilets	Front of School, the Ramble & Eucalyptus toilets
	2	Stadium toilets, Year 1/2 playground, Basketball Court, Hall precinct	Stadium toilets, Year 1/2 playground, Basketball Court, Hall precinct
	3	Circuit of Violet including Senior playground, portables, Banksia and Violet toilets	Circuit of Violet including Senior playground, portables, Banksia and Violet toilets
	4	School oval, Sandpit, Fitness circuit and Chicken coop	School oval, Sandpit, Fitness circuit and Chicken coop
	5	Wellbeing Room	Wellbeing Room
	6	CLOSED	Library
	7	CLOSED	Council oval (Year 5/6 only) and verge (Years 4).

Map of Yard Duty areas:



School staff must wear a provided safety/hi-vis vest and carry a first aid bum bag whilst on yard duty. Safety/hi-vis vests will be stored in classrooms and the First Aid Centre.

Yard Duty Responsibilities

During yard duty, supervising staff must:

- Methodically move around the designated zone, including toilet blocks, to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- Be alert and vigilant.
- 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 relevant disciplinary measures set out in our 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 Compass.
- 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 Assistant Principal 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 the next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/call the Assistant Principal, 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.

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 Year Level Coordinator 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. 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.

COMMUNICATION

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

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy was last updated May 2024 and is scheduled for review May 2027. This policy will also be updated if significant changes are made to school grounds that require a revision of Essex Heights Primary School's Yard Duty and Supervision Policy.

George Perini

Jennifer Bittner

Principal

School Council President