MALDON PRIMARY SCHOOL

Yard Duty and Supervision Policy

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Maldon 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 risk to child safety.

Before and after school

Maldon Primary School's grounds are supervised by school staff from 8.45am to 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Before school, during recess and during lunch school staff supervise all areas of the school grounds. After school staff supervise the front of the school including the school bus and school crossing area.

Parents and carers will be advised through regular reminders in the newsletter that they should not allow their children to attend Maldon Primary School outside of these hours. Families are encouraged to contact OSHC Adventures https://oshcadventures.com.au 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 the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

Yard duty

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

The principal or alternative nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Maldon Primary School staff are expected to actively supervise the whole school yard including the interior of the student toilets.

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.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staffroom.

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 school yard until they are replaced by a relieving staff member.

During yard duty, supervising staff must:

- methodically move around the school yard ensuring active supervision of all students
- actively supervise the external student toilets
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have signed in and have a visitor pass (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 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

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 arrange with another staff member to take on their duty with as much notice as possible prior to the relevant yard duty shift.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office but should not leave the school yard until a relieving staff member has arrived in the school yard.

If a relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office and not leave the school yard until a relieving 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.

Students leaving school premises

The principal is responsible for approving any request for a student to leave the school premises, including during recess and lunch time. Students under 18 must have written permission from a parent or carer and must be signed in and out of school by their parent or carer.

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 at any time during a lesson, they should first contact the office or Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

School activities, camps and excursions

The Principal and classroom teachers 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 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.

Digital devices and virtual classroom

Maldon Primary School follows the department's Digital Technologies-Responsible Use with respect to supervision of students using digital devices.

Maldon 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 staff member. Remote and flexible learning will take place in the library or teacher resource room.

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.

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 on the school website
- 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 regularly included in our school newsletter.

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	December 2025
Approved by	Principal
Next scheduled review date	May 2027

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