

Glen Huntly Primary School 3703



Yard Duty and Supervision Policy

PURPOSE

To ensure that school staff, as well as the wider Glen Huntly Primary School community, understand the extent and requirements of their yard duty and student supervision responsibilities at the school.

SCOPE

There is a well-organised and responsive system of supervision in place at Glen Huntly Primary School during school hours, as well as during the 15 minutes before and after school hours, and during school excursions and camps.

This policy applies to all teaching and non-teaching staff at Glen Huntly Primary School, including education support staff, casual relief teachers and visiting teachers. It is for the benefit and wellbeing of students as well as the wider school community.

The policy will ensure that the following Duty of Care requirements are met during yard duty, before and after school and during excursions and camps:

Summary

- Principals must ensure:
 - appropriate arrangements are in place for student supervision before, during and after school hours
 - staff members are aware of their specific responsibilities relating to student supervision
 - parents/carers are regularly informed about supervision available before and after school, via Compass, the school Newsletter and the school website
- Parents/carers are responsible for the care and supervision of students travelling to and from school.

DUTY OF CARE:

“Duty of care” is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that our school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Whenever a student-teacher relationship exists, the teacher has a special duty of care. “A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher’s charge from risks of injury that the teacher should reasonably have foreseen.”

As part of this duty, teachers are required to supervise students adequately and safely. This requires protection from known hazards, but also protection from those that *could* arise.

The Principal is ultimately responsible for the effective implementation of this 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.

Details

Principals must:

- arrange for student supervision according to school needs
- ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school.

When making supervision arrangements schools must consider reasonably foreseeable risks of injury including hazards that:

- are known
- could have been foreseen and prevented.

School students cannot be used as supervision staff.

A [template Yard Duty and Supervision Policy](#) is available on the School Policy Templates Portal (staff login required). Schools can modify the template to suit their local circumstances.

POLICY

Before and after school

Glen Huntly Primary School's grounds are supervised by school staff from 8:45am and until 3:45pm. Outside of these hours, school staff are not available to supervise students. The responsibility to supervise students resides with parents and carers or with scheduled before and after school care providers, outside of these hours.

From 8:45am to 9:00am in the morning and from 3:30pm until 3:45pm in the afternoon, at least one and on occasions where deemed as necessary two staff members will be on duty on the East Site and one staff member on the West Site. East Site staff members will monitor the oval and basketball court areas. West Site staff members will monitor the play area and entrances.

Parents and carers should **not allow** their children to attend Glen Huntly Primary School outside of these hours. Families are encouraged to contact the Outside School Hours Care (OSHC, Their Care) associated with Glen Huntly Primary school to discuss care arrangements required outside of these hours. If parents/carers are running late for pick up, they are encouraged and advised to ring the school before this eventuates on: 9571 2933.

Please visit <https://www.glenhuntlyps.vic.edu.au/ohsc-theircare/> 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 and times before school
- Request that the parent/ carer make alternate arrangements
- May place the student in an OSHC program (if available) - at the parent's/carer's expense

If a student is not collected when 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.
- May place the student in an OSHC program (if available) - at the parent's/carer's expense.
- Contact Victoria Police and/or the Department of Health and Human Services (DHHS) (Child Protection) to arrange for the supervision, care and protection of the student.

School staff who are rostered on to before or after school supervision must follow the processes outlined below.

Yard duty

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

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Glen Huntly Primary School, school staff will be designated a specific yard duty area to supervise, in accordance with current EBA and Department of Education working hour conditions.

The currently designated yard duty areas for our school (see image below) are:

Zone	Area
Zone 1 (East Site)	Oval
Zone 2 (East Site)	Basketball court area and upper oval (northern end)
Zone 3 (West Site)	Oval and playground 1
Zone 4 (West Site)	Court area and playground 2

School Map

Junior Side (West)

- Gate **E** Preps
- Gate **F** Year 1's

Senior Side (East)

- Gate **A** Year 2 & Office
- Gate **B** Year 3 & Year 4
- Gate **C** Noble Park English Language School/ TheirCare OHSC
- Gate **D** Year 5 & 6 Lyons Street



Yard Duty Zone Map

School staff must wear a safety/hi-vis vest (provided) and carry a yard duty bag (containing some first aid equipment appropriate for outside use and go the office/get an ice-pack cards) and whilst on yard duty. Safety/hi-vis vests and yard duty bags will be stored at the doors closest to the entrance (both East and West side) for yard duty.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising staff responsibilities:

- Methodically and regularly *move around the entire designated zone* to ensure that all areas are within line of sight to at least one yard duty teacher at a time, particularly investigating areas which may be hidden from sight.
- Be alert and vigilant
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the designated areas
- Enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in our school's *Student Engagement and Inclusion Policy*
- Ensure that students who require first aid assistance receive assistance as soon as practicable
- Log any incidents or near misses as appropriate eg: On eduSafe <https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/edusafe-plus> , Compass Chronicles and inform the relevant classroom teacher of developments with a student, if 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 (and in accordance with the hand over procedures in our Staff Information Manual https://docs.google.com/document/d/1-7GOGPMamwRyz_QNfKGTNgvB5BD_IrE2b8HoTYICEI0/edit) in relation to any issues which may have arisen during the previous just expired yard duty 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. Or a member of staff can arrange a mutually agreed swap of yard duty times with another member of staff.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Assistant Principal or the office and 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 office on the East Site or send a message to the staff room on the West Site and is not to 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.

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 during yard duty, in the classroom or during school activities.

Supervision of students in emergency operating environments

In emergency circumstances, Glen Huntly Primary 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.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class learning times.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Area Level Coordinator, or neighbouring teacher 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 PLC 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.

Additional Information:

Cross age tutoring

Principals decide how much supervision to provide for formal cross-age tutoring programs based on:

- the age and maturity of students
- size of the group
- nature of the activities
- the location within the school.

Excursions

Schools must ensure appropriate levels of supervision are planned for all student excursions, including local excursions. Refer to [Excursion Guidelines — Supervision](#).

Swimming pools

Students must always be supervised while using a swimming pool (including if a swimming pool is owned by a school, privately or by the municipal council). Refer to [Excursion Guidelines — Adventure activities](#).

Visiting speakers/instructors

Teachers must supervise their students during a presentation from a guest speaker. Visiting speakers do not have the authority to supervise students in schools. This includes instructors providing religious instruction in schools. Refer to [Visitors in Schools](#) and [Special Religious Instruction](#) for more information.

Supervision responsibilities before and after school

Principals must ensure:

- school supervision is provided for a minimum of 10 minutes before and after school
- parents/carers are regularly informed about supervision available before and after school
- sufficient teachers are available to supervise the departure of students at the end of the school day
- teachers supervising departures are not called away for other duties without alternate supervision being arranged.

More supervision may be required:

- before or after school, based on local circumstances
- for primary students, particularly prep students.
- School entry and exit points at the beginning and end of the school day
- Prep students using transport

Teachers must:

- supervise students during recess and lunch times or make other appropriate supervision arrangements
- obtain permission from their regional director, on an annual basis, to leave the school regularly during lunch time.

Parent responsibilities and roles in supporting student supervision arrangements

Parents and carers are responsible for the care and supervision of students:

- travelling to and from school
- outside the times of school supervision before and after school.

Strategies to encourage parent or carer support for supervision

Schools can consider using a number of strategies to encourage parents/carers to support the supervision of students before and after school.

To assist schools to:

- support student safety when travelling to and from school — parents/carers can be encouraged to consider:
 - whether their child is old and experienced enough to use public transport
 - how they can help educate their child in traffic safety
 - whether their child will need to cross busy roads to walk or catch transport
- maintain student rolls - setting out students' usual travel arrangements — parents/carers can be encouraged to
 - always let the school know when students' usual travel arrangements are to change, even temporarily
- maintain preferred or mandatory points of exit for students at the end of the day — parents/carers can be encouraged to:
 - use these exits
 - make sure that students are familiar with these exits and use them
- apply traffic controls at the beginning and end of the school day, parents/carers can be encouraged to:
 - obey parking regulations, speed limits and other traffic controls to:
 - help to create a safe environment at exits to schools
 - show respect to neighbours who live close to the school
- provide adequate supervision for students entering or exiting the school at the beginning and end of the school day — parents/carers can be encouraged to:
 - avoid talking to teachers who are supervising entry or exits or school buses about their child's progress. Parents/carers should arrange another time for this discussion.

FURTHER INFORMATION AND RESOURCES

School Policy and Advisory Guide:

- [Duty of Care](#) – this will need to be updated to provide a link to our new Duty of Care policy
- [Cybersafety and Responsible Use of Technologies](#)
- Supervision of students: <https://www2.education.vic.gov.au/pal/supervision-students/policy>
- [Excursions](#)
- [Child Safe Standards](#)
- Visitors in schools: <https://www2.education.vic.gov.au/pal/visitors/policy>

Related policies

- [Collection of Students](#)
- [Duty of Care](#)
- [Excursions](#)
- [Special Religious Instruction](#)
- [Visitors in Schools](#)

Relevant legislation

- [Education and Training Reform Act 2006 \(Vic\)](#)

REVIEW CYCLE

Status: This policy was last updated in October 2023 and is scheduled for review in October, 2025. This policy will also be updated if significant changes are made to school grounds that require a revision of Glen Huntly Primary School's *Yard Duty and Supervision Policy*.