YARD DUTY AND SUPERVISION POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Kala Primary School's Administration Office staff.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Kala 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

Kala Primary School's grounds are supervised by teaching staff from **8.50am** until **3.20pm**. Outside of these hours, school staff are not available to supervise students.

Teaching staff are rostered on for yard duty before/after school, during recess and lunch breaks. School grounds are supervised before school from 8:50am-9.00am and after school from 3:10pm-3:20pm. Teachers on duty supervise the central play space, hardcourts and in between the two learning neighbourhoods. Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents and carers are advised through regular Compass posts that they should not allow their children to attend Kala Primary School outside of these hours. Families are encouraged to contact the Administration Office staff 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 considers 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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Kala Primary School are expected to assist with yard duty supervision and are included in the Yard Duty roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Kala Primary School, school staff are designated a specific yard duty area to supervise. This is communicated through the Yard Duty roster, which is overseen and communicated by the Assistant Principal.

Yard duty zones

The designated yard duty areas for our school as at Day 1, Term 1, 2026 are:

Zone	**Area**
Zone 1	Central play space
Zone 2	Learning neighbourhoods and hard courts
Zone 3	Sports field and open play space

Kala Primary School

Out of Bounds

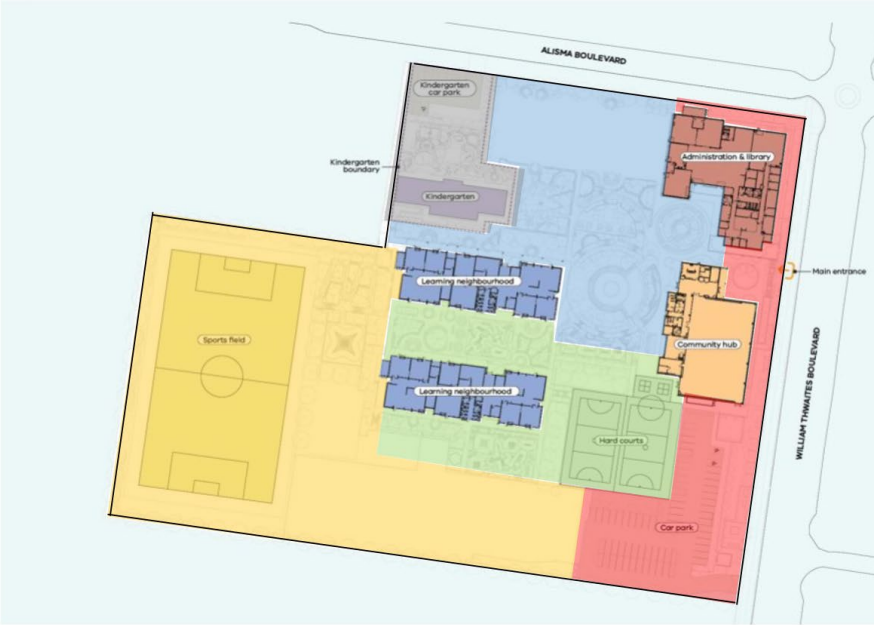
Zone 1 – Central play space

Zone 2 – Learning neighbourhoods and hard courts

Zone 3 – Sports Field and open play space

Kindergarten

*Learning Neighbourhoods are out of bounds except on wet days



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are stored in the staffroom or individual teacher's work spaces.
- always carry the yard duty first aid bag during supervision. The yard duty first aid bag is stored in the staffroom.
- carry their own mobile phone while out on duty so they can contact the Administration Office immediately for assistance if required.
- be familiar with the yard duty information pack containing student health and safety information stored inside the first aid bags, which are located in the staffroom. Information contained in this pack may include:
    - Students at risk of anaphylaxis
    - Possible absconders
    - Students with additional physical needs
    - Student with additional social/emotional needs
    - Students with additional medical needs
    - Students with sensory issues
    - Parents who pose a serious risk to safety

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 designated area until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring supervision of all students to ensure that all areas are within line of sight
- 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 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 on Compass Chronicle.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving 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 Principal/Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should call the Administration Office to inform the Principal/Assistant Principal, they should not leave the designated area until a relieving staff member has arrived.

Students are 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 the Principal/Assistant 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 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 the activity. Appropriate supervision is 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 follows the supervision requirements in the Department of Education Excursions Policy.

Digital devices and virtual classroom

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

Kala Primary School also ensures appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students are supervised in the library/break out space/common area.

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

- student attendance is monitored for every class they are expected to participate in
- any wellbeing or safety concerns for the student is 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 require additional supervision, such as students with a 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 follows our Emergency Management Plan, including with respect to supervision.

Other areas requiring supervision

- **Library:** The school library is a space where students engage in independent study, research, and reading. To ensure a conducive environment and promote responsible behaviour, supervision is provided by a teacher during designated library hours.
- **Transitions between classrooms and different areas:** When students move from one classroom to another or transition to different areas within the school premises, supervision is essential to maintain orderliness and ensure the safety of all students. Teachers and staff members are stationed strategically to supervise these transitions and provide guidance as needed.
- **Bathroom usage:** We recognise the importance of promoting independence while also ensuring the safety and security of our students. Therefore, arrangements for bathroom usage during class time are outlined as follows:
    - Students are encouraged to use the bathroom during designated break times, minimising disruptions to instructional time.
    - A buddy system is in place during class time, encouraging students to go to the bathroom in pairs. This practice not only enhances safety but also cultivates a sense of responsibility among students.
    - Teachers and staff members are available to provide assistance and supervision as needed, ensuring that bathroom breaks are conducted in a safe and respectful manner.
- If a student isn't returning to class (eg. due to illness, early departure), two students need to accompany them to their destination and then return together to class.

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook
- Included as a reference in a school Compass post at the beginning of each school year
- Made available in hard copy from the Administration Office upon request.

Information for parents/cares and students on supervision before and after school is available on our school website and parent/carer reminders are sent at the beginning of each term vis a Compass post.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
  - Child Safe Standards
  - Digital Technologies - Responsible Use Policy
  - Duty of Care
  - Excursions
  - Supervision of Students
  - Visitors in Schools

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2025
Approved by	Principal
Next scheduled review date	July 2027 To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter

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