Pleasant Street 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 [insert school contact details].

Purpose

The purpose of this policy is to ensure school staff understand their supervision and yard duty responsibilities and that appropriate arrangements are in place to support the safety and wellbeing of students.

Scope

This policy applies to all teaching and non-teaching staff at our school, including Education Support staff, Casual Relief Teachers (CRTs) and visiting teachers.

Policy

Appropriate supervision is an important strategy for maintaining student safety, monitoring student behaviour and enabling staff to identify and respond to possible risks as they arise. It also plays a vital role in helping the school discharge its 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 during school activities, excursions and camps.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specified dates, times and locations.

Supervision must be undertaken in a way that identifies and mitigates reasonably foreseeable risks to student and child safety.

Before and After School

School grounds are supervised by school staff from 8:40am before school until 3:45pm after school.

Parents and carers are responsible for the care and supervision of students travelling to and from school and outside the school's designated supervision times.

Before School

Morning yard supervision commences at 8:40am. Students should not arrive at school before this time unless they are attending an approved supervised activity or an Outside School Hours Care (OSHC) program.

From 8:40am, staff are rostered to supervise the following areas:

- Wendouree Parade
- Pleasant Street
- Mair Street

Students remain in the designated supervised outdoor areas between 8:40am and 8:50am.

The first bell sounds at 8:50am, at which time students may enter classrooms and prepare for the commencement of the school day.

Parents and carers are regularly reminded that school staff are not available to supervise students before 8:40am and should not allow their children to attend school unsupervised before this time.

If a student regularly arrives at school before supervision commences, the Principal or nominee will, as soon as practicable:

- advise the parent/carer of the school's supervision arrangements
- request that appropriate alternative arrangements are made.

After School

At the end of the school day, staff are rostered to supervise the areas adjacent to Wendouree Parade, Pleasant Street and Mair Street. After-school supervision continues until 3:45pm.

A bell sounds at 3:45pm to indicate the conclusion of after-school yard supervision. An announcement is then made directing any students who have not been collected to report to the school office.

Students remaining after 3:45pm will be supervised through the school office while arrangements are made for their safe collection.

Where a student has not been collected, school staff will make reasonable attempts to:

- contact the student's parents/carers
- contact the student's nominated emergency contacts if parents/carers cannot be reached
- contact other known contacts where appropriate.

Where a student remains at school well beyond a reasonable collection time and reasonable attempts to locate an appropriate responsible adult have been unsuccessful, the Principal or nominee may contact Victoria Police and/or the Department of Families, Fairness and Housing to arrange for the student's care and protection in accordance with Department policy.

Parents and carers are regularly informed of the school's before and after school supervision arrangements through Compass and other school communication channels.

Yard Duty

All teaching staff and other appropriately qualified or authorised staff, as determined by the Principal, may be required to assist with yard duty supervision and are included on the yard duty roster as appropriate.

The Principal or delegate is responsible for preparing and communicating the yard duty roster.

Staff are allocated designated yard duty zones and/or supervision responsibilities. The roster is developed with consideration of student needs, identified risks, school activities, staff availability and the effective supervision of all areas accessible to students during recess and lunch.

Staff are expected to check the current yard duty roster and be familiar with their allocated duty, time and zone.

Students Leaving School Premises

Students must not leave the school grounds during the school day unless they have permission from their parent/carer and have been appropriately signed out.

Parents/carers collecting a student during school hours must report to the school office. Office staff will arrange for the student to meet their parent/carer at the office.

Students are not to leave school grounds directly from classrooms or the yard without following the school's sign-out procedures. The Principal or delegate is responsible for approving requests for students to leave the school premises during school hours.

Yard Duty Zones

The school grounds are divided into four designated yard duty zones. Staff allocated to each zone are responsible for actively supervising the whole of that area, including associated toilets and other spaces identified on the current Yard Duty Zones map in Appendix 1.

Pleasant Street Primary School

Zone	Supervision area and responsibilities
Zone 1	Oval. Responsible for the toilets marked with the red star on the map.
Zone 2	Playground, basketball courts and around the Multi. Responsible for the toilets marked with the purple star on the map.
Zone 3	Wendouree Parade and Indigenous Garden. Responsible for the toilets marked with the teal star on the map.
Zone 4	Stick area.

The deck area near Mair Street is closed to students during recess and lunchtime and is not a designated play area.

The oak-tree shaded area within Zone 2 is the designated no-hat area when the school's sun protection requirements are in effect.

The colour of each toilet star on the Yard Duty Zones map identifies the zone responsible for monitoring that toilet area: red for Zone 1, purple for Zone 2 and teal for Zone 3.

A current Yard Duty Zones map forms part of the school's supervision arrangements and is provided to staff, including CRTs. Staff are expected to be familiar with the boundaries and specific supervision responsibilities of their allocated zone.

Staff must actively move throughout their allocated zone and position themselves to maintain effective oversight of students. Particular attention should be given to areas with reduced visibility, high student activity, play equipment, toilets and transitions between adjoining zones.

The Principal or delegate may temporarily modify zones or supervision arrangements in response to weather conditions, changes to school grounds,

Where an area is temporarily closed, students must not access that area and supervising staff are responsible for monitoring the boundary of the closed area where it adjoins their allocated zone.

Yard Duty Equipment

All staff undertaking yard duty must:

- wear a hi-vis vest for the duration of their supervision period
- carry the designated yard duty first aid bag
- carry the designated behaviour folder
- carry their mobile phone so that they can promptly contact the school office if assistance is required.

First Aid Bags

Staff must carry the designated first aid bag throughout their yard duty.

First aid bags contain basic first aid supplies and relevant information to assist staff in responding to students with identified high-risk medical conditions, including conditions such as anaphylaxis and asthma.

Staff undertaking yard duty are expected to be familiar with the school's procedures for responding to medical emergencies and to seek additional assistance immediately where required.

Information contained within yard duty first aid bags relating to individual students is confidential and must be handled in accordance with privacy and information-sharing requirements.

Behaviour Folders

Staff must carry the designated behaviour folder while undertaking yard duty. The folder is used to record relevant behaviour incidents occurring during recess and lunchtime and assists with communication and follow-up between staff.

Staff should:

- record behaviour incidents in accordance with the school's Behaviour Code of Conduct and agreed behaviour processes
- provide relevant information to the relieving staff member where an incident requires ongoing monitoring or follow-up
- ensure significant incidents or incidents requiring further action are communicated to the appropriate staff member and recorded on Compass where required
- seek additional assistance where an incident cannot be safely or appropriately managed within the yard.

Mobile Phones and Requesting Assistance

Staff are expected to carry their mobile phone while undertaking yard duty so they can promptly contact the school office if assistance is required.

Staff should call the school office where:

- urgent first aid or medical assistance is required
- additional staff assistance is required to manage a behaviour or safety incident
- a student is missing or cannot be located
- an unknown or concerning person is identified on or near the school grounds
- a hazard or other immediate safety concern is identified
- assistance is required for any other reason while supervising students.

The school office will coordinate the appropriate response, including contacting leadership, first aid staff or other staff as required.

Mobile phones should remain readily accessible during yard duty but must not distract staff from the active supervision of students.

Where there is an immediate emergency, staff should take appropriate action to protect student safety and seek emergency assistance in accordance with the school's emergency procedures.

Returning Equipment

Hi-vis vests, first aid bags and behaviour folders must be returned to their designated storage location following the period of supervision or handed directly to the relieving staff member where duties are undertaken consecutively.

Staff must report missing, damaged or depleted equipment so it can be replaced or replenished promptly.

Yard Duty Responsibilities

Staff rostered for yard duty must arrive promptly and remain responsible for their designated area until the conclusion of their duty or until appropriately relieved.

During yard duty, supervising staff must:

- actively and methodically move throughout their designated zone rather than supervising from one fixed location
- position themselves to maximise visibility of students and areas within the zone
- remain alert and vigilant throughout the duty
- pay particular attention to areas where visibility is restricted or known risks exist
- actively monitor student interactions and behaviour
- intervene promptly where potentially unsafe, harmful or inappropriate behaviour is observed
- respond to behaviour consistently with the school's Behaviour Code of Conduct and Student Wellbeing and Engagement Policy
- support students to resolve minor difficulties and seek additional assistance where required
- ensure students requiring first aid receive assistance as soon as practicable
- respond appropriately to students requiring additional support or supervision

- where safe to do so, approach unknown visitors on school grounds who do not appear to have a legitimate purpose and direct them to the school office
- record relevant behaviour incidents in the behaviour folder and significant incidents on Compass where required
- report identified hazards or near misses through the appropriate school process.

Students are encouraged to approach the supervising staff member whenever they require assistance during recess or lunchtime.

Handover and Relief

Where a yard duty is divided between staff members, an appropriate verbal handover must occur where there is relevant information about an incident, student concern or supervision issue.

Staff must not leave their designated supervision area until their allocated duty has concluded or an appropriate relieving staff member has arrived.

If a staff member is unable to undertake their allocated yard duty, they must notify the Principal or delegate as early as possible so alternative supervision arrangements can be made.

If a staff member needs to leave their duty unexpectedly, they must call the school office and remain in the supervision area until appropriate relief arrives, unless an emergency requires immediate action.

If a relieving staff member does not arrive, the staff member currently supervising must contact the school office and continue supervision until replacement arrangements have been made.

Wet or Extreme Weather Arrangements

When weather conditions make normal outdoor play unsafe or unsuitable, the Principal or delegate may implement the school's wet or extreme weather arrangements.

Staff will be notified when these arrangements are activated.

During wet or extreme weather arrangements, students will remain in designated supervised areas and staff will undertake supervision in accordance with the roster or alternative arrangements communicated by the Principal or delegate.

Staff must not assume normal yard duty has been cancelled unless alternative supervision arrangements have been communicated.

Classroom Supervision

The classroom teacher is responsible for the supervision of students in their care during scheduled class time. Students must not be left unsupervised in classrooms or other learning spaces.

Where a student needs to leave the classroom during learning time, staff must consider the student's age, developmental level, individual needs, reason for leaving and any known safety risks when determining appropriate supervision arrangements.

Students requiring additional supervision must be supported in accordance with their individual plans and agreed school procedures.

If a teacher needs to leave their classroom unexpectedly, they must arrange appropriate supervision before leaving. Where assistance is required, the teacher should contact the school office, a nearby staff member or a member of the leadership team.

The teacher must remain with the class until appropriate supervision has been arranged unless an immediate emergency requires otherwise.

Movement Around the School

Staff are responsible for ensuring appropriate supervision when students move between classrooms, specialist areas, the Multi-Purpose Room, toilets, playgrounds and other areas of the school.

The level of direct supervision required will take into account:

- the age and developmental level of students
- the location and distance involved

- the number of students
- known individual student needs
- environmental or safety risks
- the nature of the activity.

Staff must explicitly teach and reinforce expectations for safe and respectful movement around the school.

School Activities, Camps and Excursions

The Principal and leadership team are responsible for ensuring students are appropriately supervised during all school activities, camps and excursions, including where external providers are engaged to conduct part or all of an activity.

Appropriate supervision will be planned for each activity based on the nature of the activity, student needs and the level of potential risk involved.

All camps and excursions will comply with the supervision requirements contained in the Department of Education's Excursions policy and associated guidance.

The engagement of an external provider does not remove the school's duty of care or responsibility to ensure appropriate student supervision.

Digital Devices and Online Learning

The school follows Department of Education policies and school procedures relating to the responsible use of digital technologies.

Students using digital devices and online learning platforms at school must be appropriately supervised.

Staff must take reasonable steps to ensure students access age-appropriate and educationally appropriate content and use digital technologies consistently with school expectations.

Students Requiring Additional Supervision Support

Some students may require a higher level of supervision because of disability, developmental needs, behaviour, health, safety concerns or other individual circumstances.

The Principal or delegate will ensure appropriate supervision arrangements are established where additional support is required. This may include:

- additional supervision during recess and lunch
- adjustments to yard duty arrangements
- additional classroom supervision
- support during transitions or movement around the school
- individualised arrangements during camps, excursions or other school activities
- specific supervision strategies documented in an Individual Education Plan, Behaviour Support Plan, Student Safety Plan or other relevant student support plan.

Supervision arrangements for individual students will be regularly reviewed and adjusted according to their needs.

Emergency Operating Environments

In emergency circumstances, the school will follow its Emergency Management Plan, including requirements relating to student supervision and accountability.

In the event of any mandatory period of remote or flexible learning, the school will follow operational guidance issued by the Department of Education.

Communication

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

- included in staff induction processes
- included in induction information provided to CRTs and other relevant visiting staff
- discussed at staff briefings or meetings as required

- made available to staff through the school's shared policy and procedure resources
- before and after school supervision arrangements communicated to parents/carers through Compass and other school communication channels
- made available in hard copy from the school office upon request.

Parents and carers will be regularly reminded of the times during which supervision is provided before and after school.

Further Information and Resources

This policy should be read in conjunction with relevant Department of Education Policy and Advisory Library policies and resources, including:

- Child Safe Standards
- Collection of Students
- Digital Technologies – Responsible Use
- Duty of Care
- Excursions
- Supervision of Students
- Visitors in Schools.

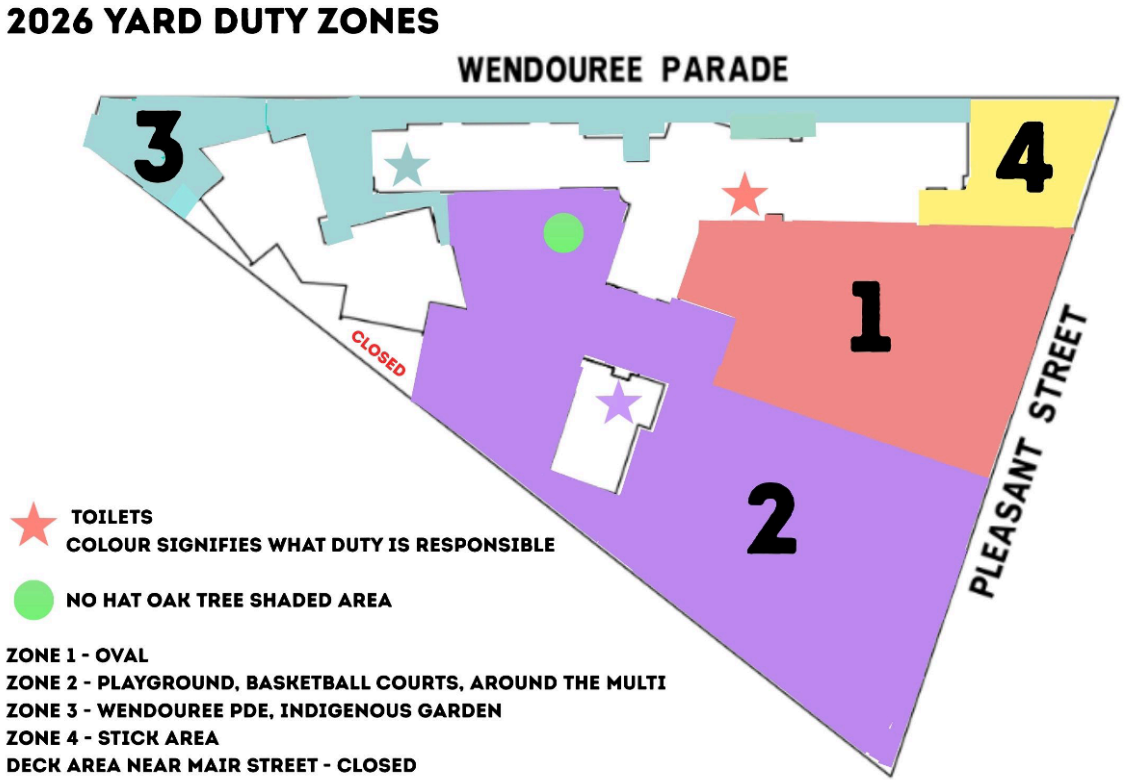
Relevant school policies and procedures include:

- Behaviour Code of Conduct
- Child Safety and Wellbeing Policy
- Emergency Management Plan
- First Aid Policy
- Student Wellbeing and Engagement Policy
- Visitors Policy
- relevant individual student support, health and safety plans.

Pleasant Street Primary School

Policy Review and Approval

Last reviewed	August 2026
Approved by	Principal - Kate Robinson
Next review	August 2028

Appendix 1 — 2026 Yard Duty Zones Map

The colours and symbols on this map form part of the school's local supervision arrangements. Toilet-star colours identify the responsible duty zone: red—Zone 1; purple—Zone 2; teal—Zone 3. The green circle marks the oak-tree shaded no-hat area. The deck area near Mair Street is closed.