



# YARD DUTY AND SUPERVISION POLICY

## MILDURA SOUTH PRIMARY SCHOOL



### Help for non-English speakers

If you need help to understand the information in this policy please contact Mildura South Primary School on 50232148

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Mildura South Primary, 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

Mildura South Primary grounds are supervised by school staff from 8.30 until 3.30. Outside of these hours, school staff will not be available to supervise students.

Students who attend school outside of these hours are encouraged to report to the office until supervision is available or until collected by a parent or carer.

Before school care and after school care enrolment is also encouraged for families. Please contact our Out of School Care Coordinator on 50186028 or 0408232143 for further information.

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/carers to:

- advise of the supervision arrangements before school
- request that the parent/carers 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 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 teaching staff at Mildura South Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. (See appendix A)

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Mildura South Primary School, school staff will be designated a specific yard duty area or Well-being Space to supervise.

Each staff member has been provided with their own personal Safety/hi-vis vests and yard duty bags are stored at the office.

Staff who are rostered for Yard Duty or the Wellbeing Space must remain in the designated area until they are replaced by a relieving teacher.

If the supervising teacher 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 teacher 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 teacher has arrived in the designated area.

Students requiring assistance during recess or lunchtime, will be able to 'seek help' from the supervising yard duty teacher.

At the end of the day the following areas are supervised: Scooter Shed/Bike Shed, Gym Gate, Crossing Gate, Bus and the Front Gate. These areas have a teacher rostered daily from 3.15 until 3.35. If any children are remaining at this time they will be escorted to the office where their parents/care givers will be contacted.

### **Yard duty zones**

For the designated yard duty areas for our school from Term One 2025 please see appendix A.

For a map of the yard duty areas please see Appendix B

### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored at the Front Office.

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 active supervision of all students
- 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

### 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, he or she should first contact Year Level Coordinator, Assistant Principal 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**

#### 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 of the activity. 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 and Training [Excursions Policy](#).

#### Digital devices and virtual classroom

Mildura South Primary follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

#### 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.

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

#### 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:

- Provided to staff at induction
- Discussed at staff meetings/briefings as required
- Made available publicly on our 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 sent at the beginning of each term in our school newsletter.

### FURTHER INFORMATION AND RESOURCES

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

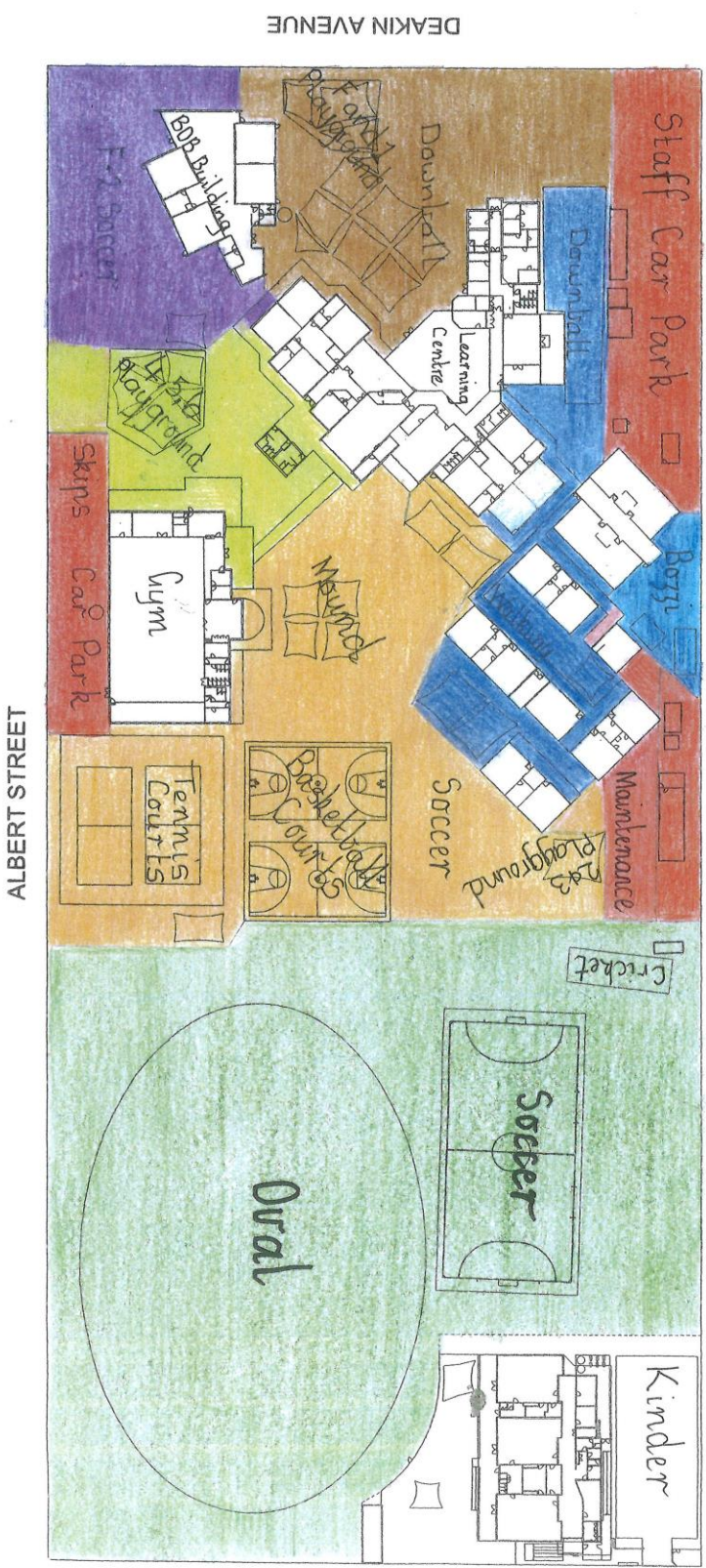
### POLICY REVIEW AND APPROVAL

|                            |           |
|----------------------------|-----------|
| Policy last reviewed       | 30-4-25   |
| Approved by                | Principal |
| Next scheduled review date | 30-4-27   |

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

|                                         | Monday       | Tuesday       | Wednesday     | Thursday      | Friday      |
|-----------------------------------------|--------------|---------------|---------------|---------------|-------------|
| <b>Outside Morning Duty 8.35 – 8.50</b> |              |               |               |               |             |
| Portables                               | Cassandra    | Neil          | Jana          | Lydia         | Jana        |
| BOB                                     | Sam          | Sam           | Robert        | Neil          | Robert      |
| Main Buildings                          | Sevda        | Sevda         | Neil          | Anita         | Anita       |
| Back Oval                               | Di/Lydia     | Di/Lydia      | Di/Lydia      | Di            | Di/Lydia    |
| Front Gate                              | Simon        | Simon         | Simon         | Simon         | Simon       |
| <b>Lunch Play Outside 11.00 – 11.15</b> |              |               |               |               |             |
| Area 1                                  | Row          | Jana          | Jana          | Row           | Jana        |
| Area 2                                  | Dilek        | Robert        | Robert        | Robert        | Robert      |
| Area 3                                  | Anita        | Anita         | Cassandra     | Cassandra     | Brylee      |
| Area 4                                  | Lisa         | Lisa          | Lisa          | Lisa          | Lisa        |
| Area 5                                  | Brittany     | Brittany      | Brittany      | Brittany      | Brittany    |
| Area 6                                  | Kate         | Kate          | Kate          | Kate          | Kate        |
| Wellbeing                               | Jess         | Jess          | Jess          | Jess          | Jess        |
| <b>Lunch Play Outside 11.15 – 11.30</b> |              |               |               |               |             |
| Area 1                                  | Sevda        | Sevda         | Sevda         | Sevda         | Sevda       |
| Area 2                                  | Brooke K     | Brooke K      | Anita         | Anita         | Anita       |
| Area 3                                  | Nicki        | Nicki & Amber | Nicki & Amber | Nicki & Amber | Nicki       |
| Area 4                                  | Tayla        | Tayla         | Tayla         | Tayla         | Tayla       |
| Area 5                                  | Phoebe       | Phoebe        | Row           | Jamie         | Phoebe      |
| Area 6                                  | Tate         | Tate          | Tate          | Tate          | Tate        |
| Wellbeing                               | Sam          | Sam           | Sam           | Sam           | Tara        |
| <b>Recess Eating Outside 1.45 -2.00</b> |              |               |               |               |             |
| Foundation Turf                         | Neil         | Neil          | Neil          | Neil          | Neil        |
| Gr 1 Parent Club                        | Holly        | Holly         | Holly         | Holly         | Cassandra   |
| Gr 2 Turf - Mound                       | Joan         | Joan          | Joan          | Joan          | Joan        |
| Gr 3 Out Door Ed                        | Ethan        | Ethan         | Ethan         | Ethan         | Ethan       |
| Gr 4 Hut Area                           | Brooke H     | Brooke H      | Brooke H      | Brooke H      | Brooke H    |
| Gr 5/6 LC Area                          | Abbey/Brylee | Abbey/Brylee  | Abbey/Brylee  | Abbey/Brylee  | Abbey       |
| Wellbeing                               | Tara         | Tara          | Brooke K      | Tara          | Brooke K    |
| <b>Recess Play 2.00-2.15</b>            |              |               |               |               |             |
| Area 1                                  | Liam         | Liam          | Liam          | Liam          | Liam        |
| Area 2                                  | Sandy        | Sandy         | Sandy         | Sandy         | Sandy       |
| Area 3                                  | Mel          | Mel           | Mel           | Mel           | Mel         |
| Area 4                                  | Jamie        | Jamie         | Jamie         | Brooke K      | Row         |
| Area 5                                  | Sandra       | Sandra        | Sandra        | Sandra        | Sandra      |
| Area 6                                  | Jemma        | Jemma         | Jemma         | Jemma         | Jemma       |
| Wellbeing                               | Caitlin      | Caitlin       | Tara          | Caitlin       | Jess        |
| <b>After School Duties 3.15 – 3.35</b>  |              |               |               |               |             |
| Murray Gate                             | Jana/Sevda   | Jana/Sevda    | Neil/Sevda    | Robert/Row    | Robert/Jana |
| Kul/Mungo Gate                          | Cassandra    | Cassandra     | Cassandra     | Neil          | Neil        |
| Darling Gate                            | Sam          | Sam           | Anita         | Anita         | Anita       |
| Bike Rack                               | Lydia        | Lydia         | Lydia         | Lydia         | Lydia       |
| Bus                                     | Di           | Di            | Di            | Di            | Di          |
| Crossing                                | Simon        | Simon         | Simon         | Simon         | Simon       |

# Foundation - Six Yard Supervision



- Out of Bounds
- Area 1
- Area 2
- Area 3
- Area 4
- Area 5
- Area 6