

MELTON WEST 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 Melton West 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

Melton West Primary School's grounds are supervised by school staff from 8:35am until 3:20pm. Outside of these hours, school staff will not be available to supervise students.

Teachers supervise in the yard from:

8:35-8:50am and 3:05pm until 3:20pm. Breakfast Club is available from 8:10am until 8:40am.

Parents and carers should not allow their children to attend Melton West Primary School outside of these hours. Families are encouraged to contact Extend via email – extend.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 8:30am, they will be asked to go to breakfast club. If a student arrives prior to 8:10am, 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
- place the student in an out of school hours' care program
- 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 Melton West Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. This includes ES staff who have a separate timetable and may have a designated area or student to supervise. ES staff are under the direction of teachers on yard duty

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Melton West Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as of July 2024) are

Area	Area
Area A – Asphalt area and canteen.	Any sports activities involving kicking balls- please direct to the oval.
Area B – North half of oval	North half of oval including grades 1-3 play equipment, around portables, Play POD, sandpit and back of the BER building. Please supervise pack up of Play POD at 1:55pm.
Area C – South half of oval	South half of oval including 4-6 play equipment and sandpit.
Area D – Pergola, toilets and turf area outside the library	The pergola is a passive play space- please ask students to refrain from running through this area.
BER- Area	Turf area outside the BER building, back walkway behind OL2 along the fence and the walkway between the BER building, Prep building, Prep play equipment and toilets
Library- Supervising students	Please announce library is open and open up the door that leads outside to the pergola. The library will be open to students to read, watch a movie, play board games and draw. There are cupboards under the main bench that contain games and craft/drawing materials. Please get these out, set up for students, and ensure they are packed away neatly. Please stop students before music to pack up and ensure the library is left tidy.



School staff must wear a provided safety/hi-vis vest and carry a personal first aid bag whilst on yard duty. Safety/hi-vis vests and bags will be provided for individual teachers.

Staff who are rostered for yard duty must remain in the designated area for the entire supervision time and not leave the area until all children have vacated the area.

During yard duty, supervising staff must:

- methodically move around the designated zone
- 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 our school's *Student Engagement and Wellbeing* policy.
- where safe to do so, approach any unknown visitor who is observed on school grounds and ensure they have a clear legitimate purpose (visitors pass, documentation etc.)
- ensure that students who require first aid assistance receive it as soon as practicable.
- log any incidents or near misses as appropriate on Sentral.

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 Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

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 classrooms and first aid.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in classroom and first aid.
- Be familiar with the yard duty information pack containing student health and safety information. any information relating to student health and safety.

Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area for the entire supervision time and not leave the area until all children have vacated the area.

During yard duty, supervising staff must:

- methodically move around the designated zone
- 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 our school's *Student Engagement and Wellbeing* policy
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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 Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

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 front office and/or Assistant Principal 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 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

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

Melton West 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.

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

- student attendance will be monitored
- any wellbeing or safety concerns for the student will be 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 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:

- Available on the school website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included as a reference in our school newsletter
- 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](#)
 - [School Community Work](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2024
Approved by	Principal
Next scheduled review date	July 2026

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



Melton West

PRIMARY SCHOOL