YARD DUTY & SUPERVISION

Help for non-English speakers
If you need help to understand the information in this policy please contact Whittlesea Primary School on 97162140.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Whittlesea 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.

Before and after school

Whittlesea Primary School's grounds are supervised by school staff from 8.35am-8.50am. Outside of these hours, school staff will not be available to supervise students. Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:35am each morning. Parents are encouraged to use TheirCare OHSC for before and after school care. The ELC, soccer pitch, lower playgrounds and upper basketball courts are supervised before school.

Parents and carers should not allow their children to attend Whittlesea Primary School outside of these hours. Families are encouraged to contact Theircare on 0447 542 696 or refer to https://theircare.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 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 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)
- 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.

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

Yard duty

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

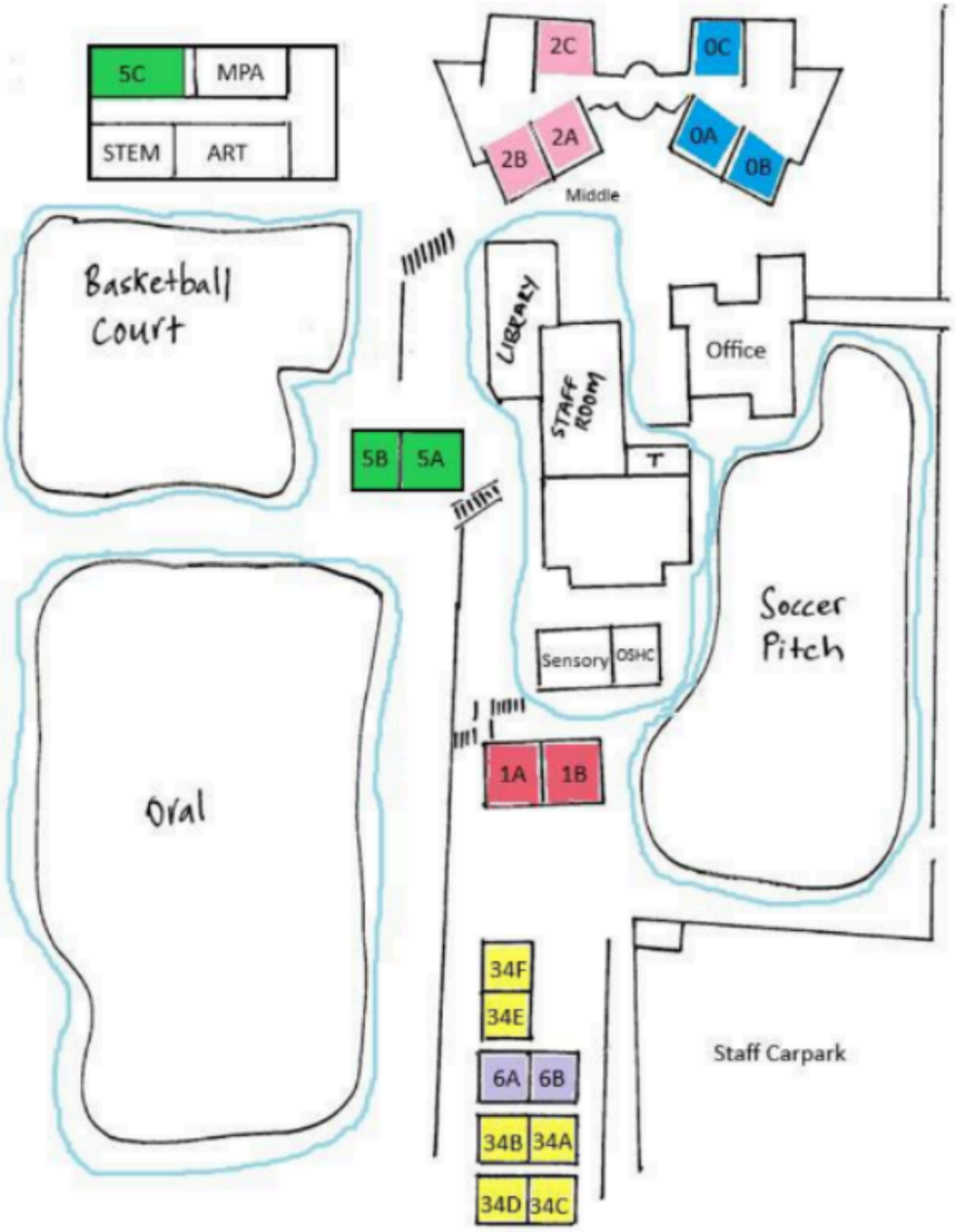
The Principal and Assistant Principal are responsible for preparing and communicating the yard duty roster on a regular basis. At Whittlesea Primary School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

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

ZONE	AREA
Zone 1	Oval
Zone 2	Middle (central building, gym, playgrounds and Indigenous garden/shelter, check toilets
Zone 3	Lower (soccer pitch, foundation playground, sandpit and playgrounds)
Zone 4	Basketball Court (embankment behind court, behind A Block, check toilets)
Zone 5	ELC (before school)

2026 WPS School Map



Consultation Not Required

Yard duty equipment

School staff must wear a provided hi-vis vest whilst on yard duty and carry their assigned first aid bag. All staff have their own hi-vis vest and first aid bag which is regularly inspected and replenished by first aid staff.

Yard duty responsibilities

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

During yard duty, supervising staff must:

- methodically move around the designated zone to ensure that all areas are within line of sight to at least one yard duty teacher at a time:
    - Oval-move around the designated zone ensuring you can see all areas of the oval and students at all times
    - Upper basketball court- stand nearest the small shelter so as to have eyes on the steps and lift, breezeway, open court and covered areas. Periodically check the toilets in the breezeway
    - Middle-monitor the movements of students around the middle area in a clockwise direction. Redirect students away from the bike and scooter racks and enforce 'slow zones'
    - Lower-move around the designated zone. Observe the play equipment, sandpit and soccer pitch. Liaise with ES staff on duty for additional support
    - ELC-staff monitor students outside classrooms 8.35am-8.50am as students arrive to school and at 3.15pm as students are collected by parents and older siblings
- 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 your school's *Student Engagement and Wellbeing* 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/Edusafe and follow up with the classroom teacher/leader on-call (if necessary).

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 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/office 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/office but 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 contact the Assistant principal/office and not 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.

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 leader on-call 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 activities. 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, and will follow the supervision requirements in the Department of Education and Training Excursions Policy.

Digital devices and virtual classroom

Whittlesea Primary School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Whittlesea 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 in learning spaces and in the yard during breaks.

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

- student attendance will be monitored every day
- 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 disabilities or other additional needs. In these cases, the Principal, Assistant Principal, or wellbeing leader 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 ways:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Included as a reference in our school newsletter each term
- 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
  - Cyber safety and Responsible Use of Technologies
  - Duty of Care
  - Excursions
  - Supervision of Students
  - Visitors in Schools

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Approved by	Kaylene Kubeil - Principal
Next scheduled review date	February 2028

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