

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Eagle Point Primary School on 51566382 or email eagle.point.ps@education.vic.gov.au

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Eagle Point 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

Eagle Point Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

- Students still in the school grounds after the final bell at 3:40pm will either be in the care of their parents, carers or nominee. If there is no responsible adult available at this time, students will be required to wait at the office and parents will be contacted by the supervising teacher
- The Sporting Schools program will be held 2 times per week on nominated weeks from 3:30-4:30pm. Students must register in advance for this program due to limited places being available
- There will be no supervision for students prior to 8:45am. Parents will be informed of this in the newsletter each term. Parents will be asked not to send children to school prior to this time
- Students who arrive prior to 8:45am must remain in the eating area until the yard duty teacher begins at 8:45am

- The school has a third party provider that provides Out of School Hours Care from 3:30pm until 6:00pm. Bookings for this service can be made online by visiting www.theircare.com.au or by calling 1300 072 410
- At 3:15pm a staff member will supervise and mark off students boarding the bus
- At 3:30pm 2 staff will be rostered to supervise students leaving the school grounds and accessing cars through the Drop and Go area.

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 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 Eagle Point Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal or their nominated person is responsible for preparing and communicating the yard duty roster on a regular basis. At Eagle Point Primary School, teaching staff will be designated a specific yard duty area to supervise or lunchtime program. Education Support staff may either be allocated a specific area, specific student or observe or assist, roam the yard, assist with office duty or supervise lunchtime programs depending on the role and requirements.

Casual Relief Teachers and Casual Education Support staff are responsible for undertaking the yard supervision of the staff member they are replacing.

Staff will be expected to wear broad rimmed hats and will be provided with sunscreen for the periods covered by the Sunsmart Policy.

Staff on yard duty must monitor adults in the yard and must approach intruders or unknown persons in and around the school yard. Please notify the office immediately of any unknown or unauthorised person/s.

Students leaving school premises

If students are required to leave the school for any reason, a parent/carer or authorised adult must come to the office to sign them out. The office staff will contact the classroom to arrange for the student to be collected.

Yard duty zones

The designated yard duty areas for our school for 2026 are:

Zone	Area
Zone 1	Oval and South side of yard including basketball court and top paddock
Zone 2	Courtyard and North side of yard including top and bottom playgrounds and behind Old School Building and Cottage
Zone 3	Lunchtime programs as advertised

School staff must:

- carry the red yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staffroom underneath the telephone
- carry a walkie talkie tuned to channel 31. These are on the charging units next to the telephone

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.

Yard duty times:

Before school: 8:45-9:00am

First Break: 1st half 11:10-11:25am 2nd half 11:25-11:45am

Second Break 1st half 1:55-2:10pm 2nd half 2:10-2:30pm

During yard duty, supervising school staff must:

- methodically and actively 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 signed in at the office
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- remind behaviour expectations and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy

- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate
- 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 must arrange a swap with another staff member of the same responsibility ie teacher/teacher education support/education support. This is to be recorded on the yard duty timetable on the whiteboard in the staffroom.
- If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office 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 contact the office and not leave the designated area until a relieving staff member has arrived.
- Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

Values Awards

If during recess or lunch time a student is observed exhibiting behaviours that reflect one of the School's Values; Respect, Responsibility, Care, Commitment or Inclusiveness staff are encouraged to write out a Values Award certificate which can be found on the side bench in the staffroom. These are then placed into the 'Gold Box' and read aloud during student celebrations each week at Assembly.

Procedures for Management of Unsuccessful Behaviours in the School Yard

There is a set procedure for managing behaviours of students when they are impacting on the play or safety of others in the yard.

When students request assistance in the yard, they are referred to use the 3-step approach as an independent strategy for resolving their own issues. There may be times where adult assistance may be required ie when a student is asking for assistance as part of Step 3 of the approach.

If a student's chosen behaviour is impacting on others and students have sought assistance as part of the 3-step approach they may be asked to move to the Reflective Space.

If a student is using physical behaviours such as hitting, kicking or punching they will be removed from the yard immediately and will sit at the office. Additional students are not to remain with the student in this circumstance.

The Reflective Space is defined as the concrete area between the Junior Building Open Learning area and the Old School Building. The West boundary is the red wall and the area includes the sandpit and Chaplain's Cottage to the East.

The Reflective Space is an area for student reflection and supervised play until the student is ready to re-enter the entire school yard. It is not detention nor is a student isolated from their social contacts.

All students may be in the Reflective Space at any time. Students requested to be in this space must not leave without discussing the behaviour and providing a strategy for changing behaviours.

The process for students to negotiate leaving the Thinking Space are as follows:

- A discussion will be held with the student to share the behaviour that is impacting on others or is unsafe.
- Staff requests student to move to the Reflective Space
- Student moves to Reflective Space and reflects on behaviour and how it is impacting on others and/or themselves.
- When ready to negotiate leaving the Space, the student contacts the supervising staff member that requested they be there.
- Discussion is held between the student and staff member using the WDEP model.
- Student provides a strategy which is recorded in Strategies for Change folder and on UeducateUs.
- The student is then able to resume playing in the entire school yard.

Students selecting physical violence or refusing to move to the Reflective Space will be removed from the yard to a supervised indoor space until such a time when they are able to remain safely in this area to reflect. Discussion to be held as above once student is ready to contact staff member.

Parents may be contacted to assist if required.

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 their team teacher or office 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 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 [Excursions Policy](#).

Digital devices and virtual classroom

Eagle Point Primary School follows the department's [Digital Technologies - Responsible Use policy](#) with respect to supervision of students using digital devices.

Eagle Point 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 within the classroom or in the staffroom.

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 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 the office 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](#)
 - [Digital Technologies - Responsible Use](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Approved by	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 Eagle Point Primary School's yard duty and supervision arrangements.