

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Dandenong Valley SDS on 9704 4800.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Dandenong Valley SDS, 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

Dandenong Valley SDS staff are not available to supervise students until 8.40am. Parents/Carers dropping off students must remain with them until 8.40am unless an alternative arrangement has been made with a member of the principal team.

Staff will be rostered to supervise the arrival and unloading of the school contract buses in the morning. Classroom staff will supervise students at the end of the day until they are picked up by their parent/carer or have boarded their designated school bus.

Parents/Carers are expected to collect their children by no later than 3.15pm. 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.

Students must be signed in/out of the school if departing prior to dismissal time or arriving later than school starting time. A record of early departures/late arrivals is to be kept in the administration Office.

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 Dandenong Valley SDS are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal with the staff member designated to yard roster development is responsible for preparing and communicating the yard duty roster on a regular basis. At Dandenong Valley SDS, school staff will be designated a specific yard duty area to supervise.

Dandenong Valley SDS runs a half hour (10.30-11.00) morning yard duty and a half hour lunch duty (1.00-1.30) for all school age students. The EEP program yard duty times are 10.00-10.30pm and 12.30-1.00pm.

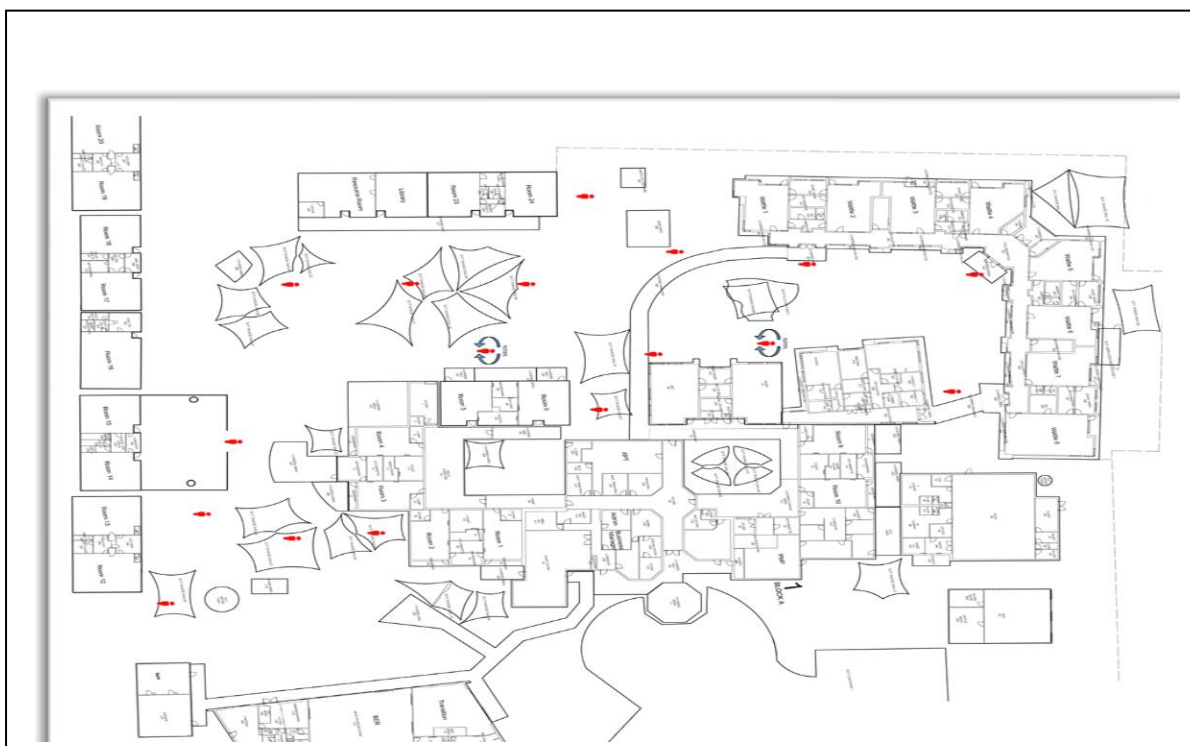
Some students are supported in the yard by an individual staff member for safety/medical reasons.

Yard duty zones

The designated yard duty areas for our school are:

Junior Yard	
• Sandpit	• Swing
• Bike Track	• Playground
Main Yard	
• Playground one	• Playground two
• Sandpit	• Swing
• Trampoline	• Basketball Court/Fitness Area

<ul style="list-style-type: none"> • High Needs Students 	<ul style="list-style-type: none"> • Individual Student Care
<ul style="list-style-type: none"> • Bike Track 1 	<ul style="list-style-type: none"> • Bike Track 2
<ul style="list-style-type: none"> • Bike Track 3 	<ul style="list-style-type: none"> • Bike Track 4
<ul style="list-style-type: none"> • Rover 1 	<ul style="list-style-type: none"> • Rover 2



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 individual classrooms or spares in staffroom.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in individual classrooms.
- Be familiar with the yard duty information containing student health and safety information stored in the purple folder in each classroom/office area relating to student health and safety.
- Wear a hat and sunscreen in Terms One and Four.

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 a relieving staff member replaces them.

During yard duty, supervising school staff must:

- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose.
- be alert and vigilant.
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard.
- methodically move around the designated zone ensuring active supervision of all students
- 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 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 Sentral.
- 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 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 a member of the principal team 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 send a message to 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.

Classroom

The classroom teacher/specialist teacher and Education Support Officer/s are responsible for the supervision of all students in their care during class.

Therapists are responsible for the supervision of students that they remove from the class for individual therapy-based programs.

If a teacher needs to leave the classroom unattended at any time during a lesson, they need to let the teacher in the adjacent classroom know.

If their absence is to be for an extended period of time the teacher should contact a principal team member so as suitable cover can be organised.

Hydrotherapy

The principal and leadership team are responsible for ensuring that students are safely supervised when in the swimming pool. Students will be assessed as to their ability and supports required. Students who have a diagnosis of epilepsy will be provide with one-to-one support.

A spotter will be present at the side of the pool during all sessions.

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

Dandenong Valley SDS follows the department's [Digital Technologies - Responsible Use 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.

Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Work Experience](#)

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.

Information for parents and students on supervision before and after school is sent out as required through Seesaw.

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](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	23/2/26
Approved by	Principal
Next scheduled review date	23/2/28

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