YARD SUPERVISION Policy

PURPOSE

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

Adequate supervision of students in the school yard is a requirement of the school's duty of care.

SCOPE

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Echuca Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

Before and after school

Echuca Primary School's grounds are supervised by school staff from 8.30am until 8.45am and 3.20pm to 3.35pm Outside of these hours, school staff will not be available to supervise students.

Implementation:

- Supervision of students is the responsibility of all staff according to the Echuca Primary School Yard Rules.
- A roster system will be used to timetable staff members for yard supervision.
- Yard supervision will include before school, recess and lunch breaks, and after school.
- Parents will be informed regularly via Principal Updates that staff members are not rostered to take yard duty until 8:30am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will also be informed via Principal Updates that staff members will not be rostered to undertake yard supervision after 3:35pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. If a student is not collected, 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.
- The yard supervision roster will basically require staff members to undertake yard duty before school, for half of lunchtime or half of recess, or after school on specific days.
- An experienced teacher or member of the school leadership team will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.

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- During recess and lunchtime the roster will require a minimum of four staff members on duty at any one time, each responsible for supervising a designated area of the school.
- Staff will remain in their designated area until their replacement has 'tagged' them and discussed any issues.
- Yard duty staff members will be provided with a 'Yard Duty Bag' containing basic first aid/ asthma supplies and a list of students with known allergic reactions.
- All yard duty staff must wear the orange reflective vest provided by the school whilst undergoing yard supervision tasks.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc. are required to either make a swap with another staff member, or discuss the matter with the coordinating teacher.
- Staff on duty are expected to comply with the school's Sun smart Policy.

Yard duty

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

The principal or nominee is responsible for preparing and communicating the yard duty roster on a daily basis. At Echuca Primary School, school staff will be designated a specific yard duty area to supervise.

Area	
1	Quadrangle – top area of school and junior toilets
2	Canteen/Amphitheatre/Sensory Garden
3	Basketball Courts/3-6 Playground/Gym Toilet
4	Oval

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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 the school's *Student Engagement and Wellbeing* policy
- Ensure that students who require first aid assistance receive it as soon as practicable.
- log any incidents on Compass
- 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 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.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/call Assistant Principal but 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 Year Level Coordinator for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

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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. 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.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
- Child Safe Standards
- Duty of Care
- Excursions
- Supervision of Students
- Visitors in Schools

REVIEW CYCLE

This policy will be reviewed as part of our 4-year review cycle. It was last reviewed in 2026.