

YARD DUTY AND ONSITE SUPERVISION POLICY



Help for non-English speakers

If you need help understanding this policy, please contact Watsonia North Primary School at 9435 1285 or email the school: <http://www.wats-north.edu.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 Watsonia North 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

Watsonia North Primary School's grounds are supervised by school staff from 8.45 am until 3.45 am. Outside of these hours, school staff will not be able to supervise students.

Before and after school, staff members are rostered to supervise the South (Dundee Street) and Northside (Sharpes Road) of the school to support students' entry and exit into the school grounds.

Parents and carers will be advised through Compass and regular reminders in the Wednesday Weekly that they should not allow their children to attend Watsonia North Primary School outside of these hours. Families will be encouraged to contact Donna Leahy on 9435 1285 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.

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

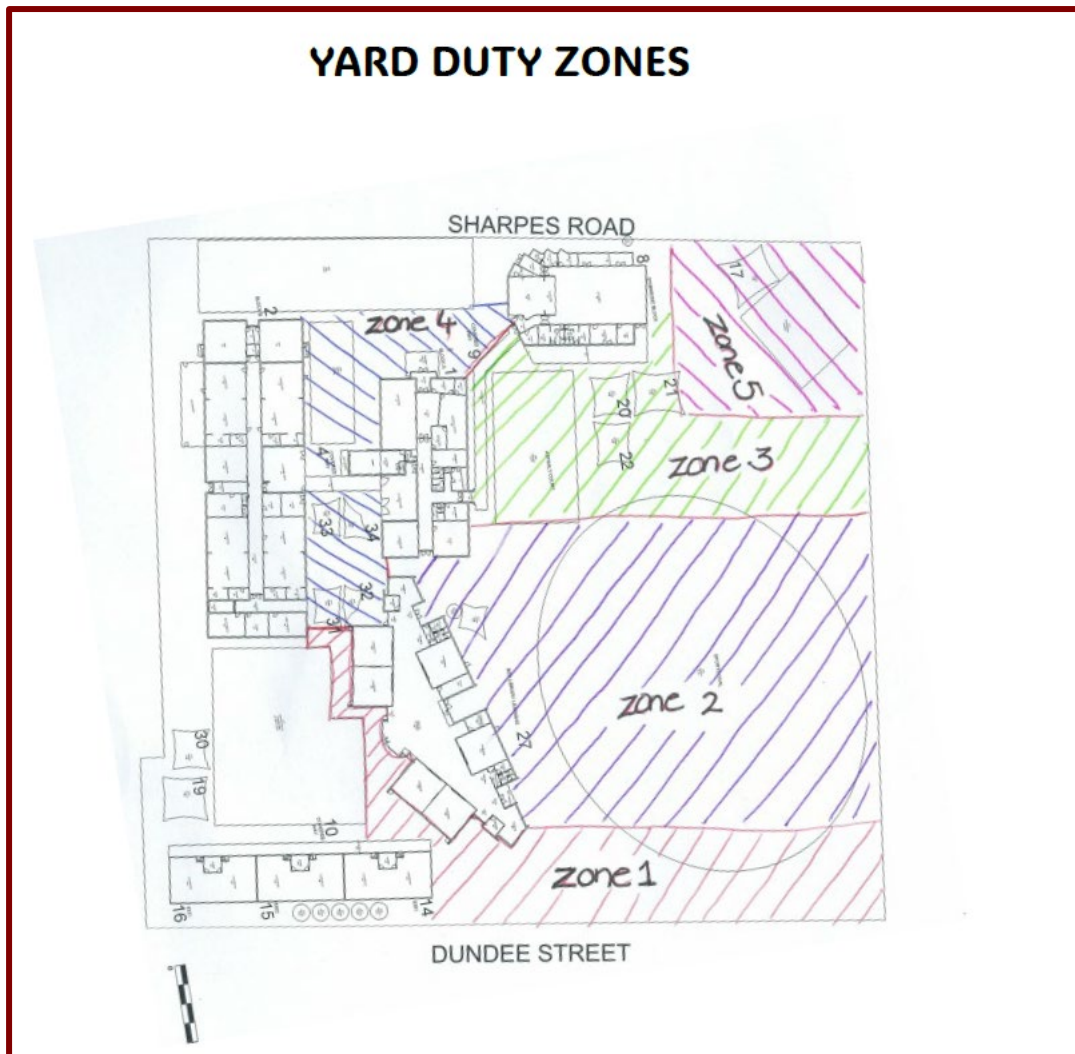
The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Watsonia North Primary School, school staff will be designated a specific yard duty area to supervise.

Yard Duty Zones

The designated yard duty areas for our school during 2022 are;

Zone	Area
Zone 1	Covers the Dundee Street fence line and embankment that extends past the water tanks and senior building.
Zone 2	Covers most of the Oval and areas outside M19 and M14.
Zone 3	Covers the Year 3-6 playground and Prep Pod.
Zone 4	Covers the front of the school and the South Side, down to the toilets in the breezeway.
Zone 5	Covers the P-2 Playground

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Yard Duty Equipment

School staff must:

- collect a school telephone, labelled with the correct supervision zone, from the School Office. Check that the telephone volume is turned up and that they are familiar with how to operate the phone.
- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the office photocopy room with the first aid bag.
- collect the yard duty first aid bag, labelled with the correct supervision zone, from the office photocopy room. The first aid bag must be carried at all times during supervision.
- be familiar with the yard duty information cards containing student health and safety information attached to the yard duty first aid bag.
- wear sun protection in the form of a wide-brimmed hat between September and May. Additional protection may include; sunscreen, sunglasses, and/or a long sleeve top.

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Yard duty telephones must be returned to the school office by the yard duty teachers after the final period of yard duty supervision (after lunch). Other yard duty equipment must be returned to the office photocopy room from where it was collected.

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 or all children have vacated the supervision space.

During yard duty, supervising school staff must:

- methodically move around the designated zone, ensuring active supervision of all students. During duty on;
 - **Zone 1** - teachers should ensure that they methodically move along the fence on the Dundee Street side of the school, teachers visit the areas that are out of bounds (the embankments and fence lines that cannot be seen by line of sight), the area at the Dundee Street end of the BER and that students are not playing in the garden beds. Students who are without hats should be directed to play under shelter, either in the Year 1 and Year 2 courtyards or under shade cloth.
 - **Zone 2 and 3** - teachers should ensure that they methodically visit the areas that are out of bounds (the embankments and fence lines that cannot be seen by line of sight), and the steps leading into the administration building. Moving around their designated areas, teachers should monitor play on the oval, the Year 3-6 playground and the Year 3-6 basketball court, ensuring that only students of the correct age are playing in Year Level designated areas. Students who are without hats should be directed to play under shelter, either in the Year 1 and Year 2 courtyards or under shade cloth.
 - **Zone 4** - teachers should ensure that they methodically visit the toilet and drink tap areas so that this is not used as a play area. Moving between the toilet area and through to the fence on the Sharpes Road side of the school, teachers need to monitor the garden beds, line-up areas, and canteen space, ensuring that no balls are being kicked and that students are not playing in the garden beds. Teachers are to monitor that students of the correct age are the only children playing in Year Level designated areas. The Year 1 and Year 2 courtyards are areas designated for passive play: board games, reading and low-level games. Students who are without hats should be directed to play under shelter, either in the Year 1 and Year 2 courtyards or under shade cloth.
 - **Zone 5** - teachers should ensure that they methodically visit the areas that are out of bounds, and the embankment, water taps and toilet in the Performance Centre. Moving between the Performance Centre, Prep-Year 2 playground, sandpit, cubby house area, basketball courts and embankment, teachers should ensure that students are not "skipping" rungs on the monkey bars, going up the slide instead of down, and not hanging upside down for too long. Teachers are to

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monitor that students of the correct age are the only children playing in Year Level designated areas. Students who are without hats should be directed to play under shelter, either in the Year 1 and Year 2 courtyards or under shade cloth.

- 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)
- ensure students remain in their designated year-level zones
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences such as walking with the teacher or going to the restorative room for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Wellbeing and 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 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), 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 the Assistant Principal 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/call the Assistant Principal 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 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 teacher in the neighbouring or adjacent classroom for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom or the neighbouring classroom teacher can assist with supervision before leaving. Please refer to the WNPS Duty of Care Policy to clarify teacher supervision expectations.

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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, 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

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

Watsonia North Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on the school site. In these cases, students will be supervised in the supervising teacher's classroom or the school library.

Students Requiring Additional Supervision Support

Sometimes students will require additional supervision, such as students with a disability or other additional needs. In these cases, the Assistant 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 Students in Emergency Operating Environments

In emergency circumstances, our school will follow our Emergency Management Plan, including supervision.

In the event of any mandatory period of remote or flexible learning, our School will follow the guidance of the operation issued by the Department.

OTHER AREAS REQUIRING SUPERVISION

Library

During class time, the supervision of students is the responsibility of the classroom teacher or teacher designated to the role. As such, supervision requirements are the same as in a classroom situation. Please see 'Classroom' in this policy.

Restorative Room

Students who are in breach of the student's code of conduct or safety rules may be asked to spend time in the Restorative Room during half of recess, lunch or both. The student/s will be supervised by a Principal Class member who will work through the Restorative Relationships process to refocus the student on appropriate behaviours that encourage strong relationships and community safety. The supervising teacher will complete Compass notification and contact with parents as outlined in the WNPS Student Wellbeing and Engagement Policy to ensure records can be cross-referenced when communicating with families or when cross-checking historical information.

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Use of the Bathroom

Students who need to use the bathroom located outside of the building where their class is being taught, during class time should travel to and from the toilet block with a partner. The partner is not required to be the same sex as the student but must wait outside the toilet block for the student. If the bathroom is in the same building as the student's classroom, eg. The BER students may go to the bathroom on their own.

Communication of School Policies

All Watsonia North Primary School Policies are communicated to the general public and school community via the school website.

[Policies - Watsonia North Primary School \(wats-north.vic.edu.au\)](https://wats-north.vic.edu.au)

This policy will also be communicated to our school community in the following ways;

School Operational and Curriculum Policies are available digitally in the school's shared OneDrive folder or through physical folders in shared office spaces for convenient access.

Provided to the staff at induction and included in the staff handbook/manual

Discussed at staff meetings/briefings as required

Made available in hard copy from the 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](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
- DET School Policy and Advisory Guide: [Duty of Care](#) and [Structured Workplace Learning](#)
- WNPS *Onsite Supervision Policy*
- WNPS *Child Safe Standards*
- WNPS *Visitors Policy*
- WNPS *Camps and Incursions Policy*
- DET Students at risk - planning tool

Evaluation and Review

Evaluation of the *Yard Duty and Onsite Supervision Policy* will occur every two years as stipulated in the *Watsonia North PS Policy Review Cycle* document.

This policy was updated and approved by Watsonia North Primary School's Principal in June 2025 and is scheduled for review in 2027.

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Related Policies

All Department policies relating to the care, health, safety and wellbeing of students, including:

- Bullying Prevention and Response
- Child Safe Standards
- Child Protection and Child Safe Standards (PROTECT)
- Excursions
- International Student Program (ISP)
- Legal Claims, Subpoenas, Summonses and Other Legal Documents
- Risk Management — Schools
- Supervision of Students
- Volunteers in Schools

Other policies relevant to duty of care include:

- Insurance for Schools
- Personal Liability of School Employees
- School Council — Liability and Legal Proceedings

Related Legislation

- Wrongs Act 1958 (Vic)

Policy last reviewed	June 2025
Approved by	Principal
Next scheduled review date	June 2027

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