



Garfield Primary School

Yard duty and supervision policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Garfield 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

Garfield Primary School's grounds are supervised by school staff from 8:35M until 3:35PM. Outside of these hours, school staff will not be available to supervise students.

From 8:35AM – 8:50AM, there will be a single Teacher patrolling the school grounds. Classroom doors are open from 8:50AM, Teachers are in classes and students are able to enter the class at this point. Music will sound at 8:48AM and all students must head to class.

After school, there are two Teachers on duty. One Teacher will meet students who exit through the front gate onto Railway Avenue. This Teacher will ensure that all students identify a parent or carer before exiting the school grounds. They will then escort any remaining students who are walking across Railway Avenue and safely across the car park at the train station. The other Teacher will meet the students who are exiting through the rear gate to the town hall. Here they will either support students in locating their parent/carers or walk them to the crossing on Garfield Road where they will be supported in crossing safely by the Crossing Supervisor.

Parents and carers will be reminded through our newsletter that our Before and After School Care program is available to parents who require their children to be at school outside of these hours and provided with links for online registration.



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If a student arrives at school before 8:35AM, the student must wait in the office area until 8:35AM when supervision commences. If patterns are observed whereby certain students are frequently arriving before 8:35AM, 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 during Recess and Lunch breaks

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

The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Garfield Primary School, school staff will be designated specific times in which they are responsible for supervision of the school playground areas.

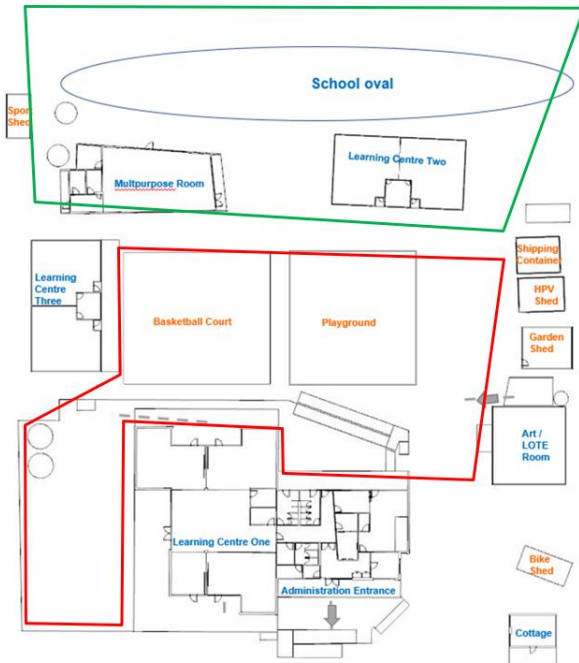
Yard duty zones

During Recess and Lunch breaks, our students only have access to the areas on the north and west side of the main school building. This includes the basketball court, sand-pits, playground areas and oval.

At Garfield Primary School, we have two Yard Duty zones.

Zone	Areas
Upper level	Senior School oval, Senior School playground, Junior School oval, around multi-purpose room and around Learning Centre 2
Lower level	Around Learning Centre 1, basketball court, sand-pit area and Junior School Playground

MAP



Upper area

Lower area

Yard duty equipment

When on Yard Duty, Teachers must:

- wear a provided safety/hi-vis vest. Safety/hi-vis vests will be stored in the staff-room.
- Carry the Yard Duty first-aid bag at all times during supervision. The yard duty first-aid bags will also be stored in the staff room.
- Information relating to student health and safety is stored in the first-aid room and provided electronically to all teachers to familiarise themselves with.
- Carry either a personal mobile phone or a school-issued yard duty phone

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 outside and providing active supervision until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- Methodically move in a circular motion around the different areas.
- 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.
- 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 line with our School-Wide Positive Behaviour Support (SWPBS) framework.
- Document any behaviours, either major or minor, that are not in line with our school-wide behaviours and expectations using the slips provided.



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- Ensure that students who require first aid assistance receive it as soon as practicable
- Notify the Principal as soon as possible if there have been any major behavioural breaches, behaviours that are unsafe or have resulted in significant injury.

If being relieved of their yard duty shift by another Teacher, the Teacher 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 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 office but should not leave the designated area until a 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 is responsible for the supervision of all students in their care during class at all times. The Classroom Teacher should be actively monitoring the learning and behaviour of all students throughout the course of each lesson.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the 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 is 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

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

Garfield 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 actively supervised in Learning Centre One, by a member of staff or a Casual Relief Teacher.

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

- Student attendance will be monitored daily by the Classroom Teacher
- Any wellbeing or safety concerns for the student will be managed in accordance with our usual processes



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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 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 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 meetings, as required
- 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 reminders will be provided in the school newsletter as necessary.

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	June, 2024
Approved by	Principal – Daniel Forster
Next scheduled review date	June, 2026

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