



# Mount Evelyn 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 - 9736 2233

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Mount Evelyn 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

Mount Evelyn Primary School 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.

For 15 minutes before and after school, school staff will supervise the basketball court area and the front entrance of the school.

Parents and carers will be advised through regular reminders in our newsletter and parent information booklets that they should not allow their children to attend Mount Evelyn Primary School outside of these hours. Families will be encouraged to contact the OSHC coordinator on 9736 2213 or refer to our website for more information about the before and after school care facilities available to our school community.

If a student arrives consistently 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 student will be taken to the office where 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.

### Students leaving school premises

Mount Evelyn Primary School students are not permitted to leave the school premises between 8.45am and 3.30pm, including during recess and lunch time, unless a parent or guardian signs them out in person.

### Yard duty

All staff at Mount Evelyn 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 Mount Evelyn Primary School, school staff will be designated a specific time and yard duty area to supervise.

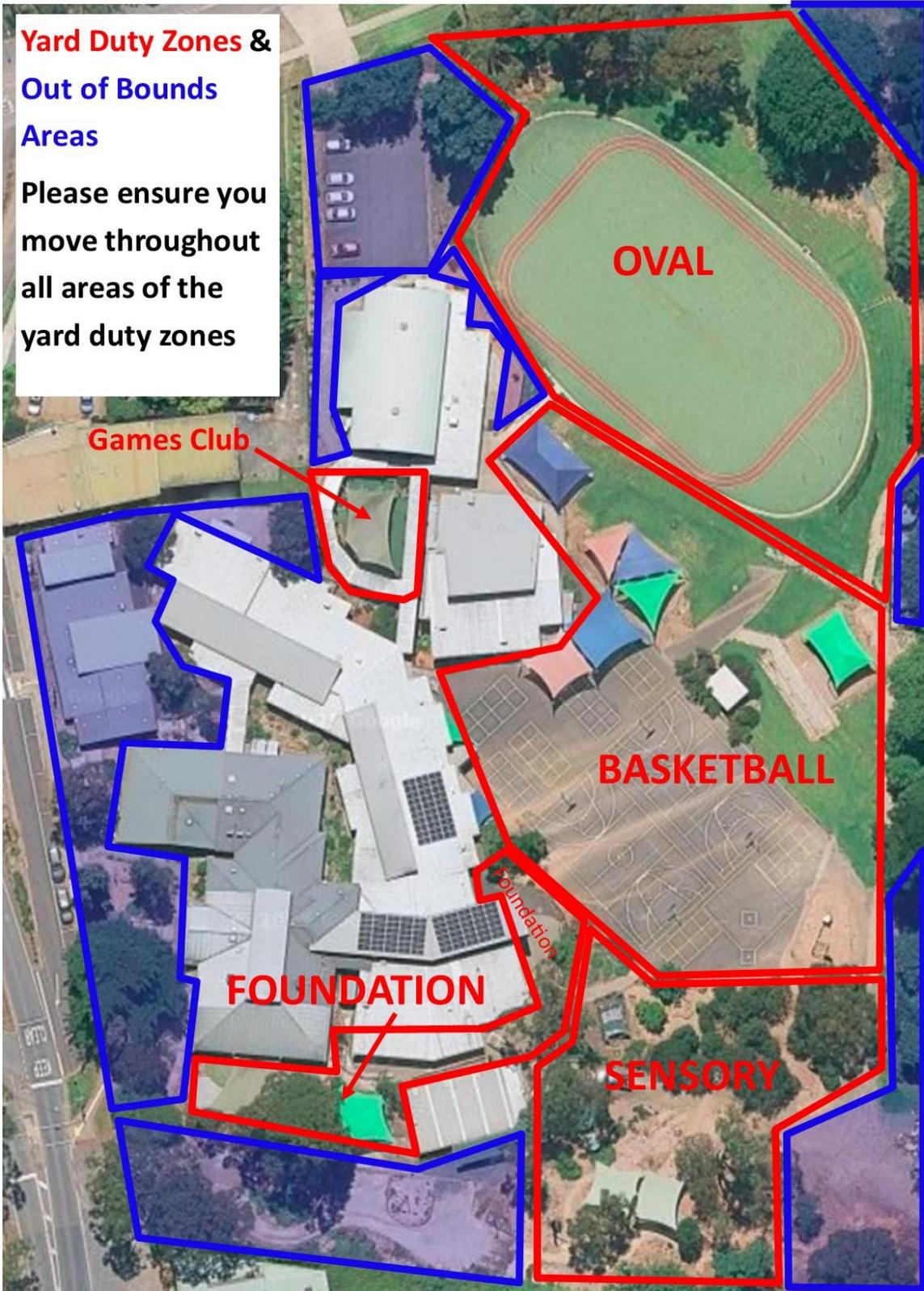
### **Yard duty zones**

The designated yard duty areas for our school are:

<b>Zone</b>	<b>Area</b>
Area 1 - Foundation	Foundation Area, Art Deck, Toilets, Vegetable Gardens
Area 2 - Asphalt	Asphalt, playgrounds, decks above asphalt
Area 3 – Oval/Clegg Road	Oval and Playgrounds above and beside oval
Zone 4 – Nature Play area	Sensory & Vegetable gardens
Zone 5 – Fake Green Grass	Synthetic grass area outside homestead building

**Yard Duty Zones &  
Out of Bounds  
Areas**

Please ensure you  
move throughout  
all areas of the  
yard duty zones



## **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 the first aid room
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the first aid room
- use the coloured cards in the yard duty bag when requesting assistance and when sending a student to the first aid room.

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.

During yard duty, supervising school staff must:

- methodically 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 have a visitor pass and have signed in (excluding drop off and collection periods)
- 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 policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Xuno

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 swap with another member of staff. This includes camps and excursions.

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 contact 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 make supervision arrangements with the teacher in the adjoining classroom or contact the assistant principal 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

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

Mount Evelyn 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 by volunteer staff in classroom settings.

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

- student attendance will be monitored daily and marked in GradeXpert.
- any wellbeing or safety concerns will be managed in accordance with our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy.

## 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.

## Other areas requiring supervision

When students are moving from classrooms or specialist areas to other areas of the school, they will be supervised by a teacher. When students ask to use the bathroom during class times, they

must add their names to the sign out/sign in schedule.

## 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 the staff handbook
- Made available in hard copy or via the policies folder on the school intranet

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 Mount Evelyn Primary School's yard duty and supervision arrangements.