

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the Parktone Primary School front 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 Parktone 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

Parktone Primary School's grounds are supervised by school staff from 8:40 am – 9:00 am and 3:30 pm – 3:45 pm. Outside of these hours, school staff will not be available to supervise students.

One staff member is rostered on and wears a high-vis vest for the duration of their duty. If a rostered staff member is absent, it is the responsibility of their Principal to ensure it is covered by another member of staff. CRTs are not to cover before or after school duties.

Parents and carers should not allow their children to attend Parktone Primary School outside of these hours. Families are encouraged to contact Osh Club on **0461 559 109** or refer to <https://www.oshclub.com.au/find-us/parktone-primary-school/> 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.

If a student is not collected before supervision finishes at the end of the day, the yard duty teacher will walk the student(s) to the office. They will hand the students over to the administration staff members who will:

- attempt to contact the parents/carers
- if parents/carers are uncontactable, and it is after 4:00pm, take the student(s) to After School Care
- if parents are consistently late, these student(s) will be automatically taken to After School Care at 3:45pm
- in consultation with the Principal, 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 if deemed necessary

Yard duty

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

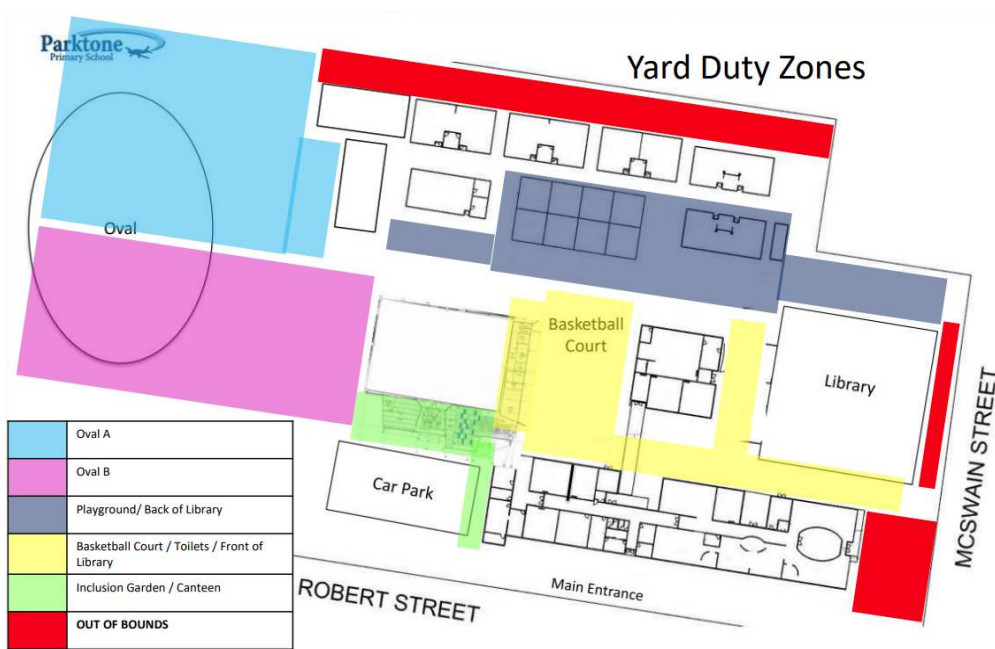
The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Parktone Primary School, school staff will be designated a specific yard duty area to supervise.

If a teacher is absent on their day of duty, the CRT acting on their behalf will cover their yard duty. If a teacher is absent due to an excursion or sporting commitment, then it is their responsibility to have swapped their duty for that day with a colleague and ensured that the correct supervision has been maintained.

Yard duty zones

The designated yard duty areas for our school as of Term 2, 2026 are:

Area	Description
Area 1	Playground & Back of Library
Area 2	Front of Library/ Basketball
Area 3	Oval A
Area 4	Oval B



Yard duty equipment

- School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry a first aid bum-bag and their own personal mobile phone. Safety/hi-vis vests are stored in each classroom, with additional vests for CRT staff available in the staff room.
- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.
- Be familiar with the yard duty information containing information about students with allergies and special medical conditions as well as emergency response protocols in the staff Induction Handbook

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
- ensure students in the playgrounds are from the designated year level zones. This applies to the main playground (Foundation to Year 3 students only) and the oval playground (Year 3 to 6 students only)
- 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 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 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 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 for an announcement to be made over the PA, and not leave the designated area until a replacement 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 their portable buddy and PLT leader for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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](#).

-

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.

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 our staff handbook
- 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.

- 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	May 2026
Approved by	Principal
Next scheduled review date	May 2028

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