

# 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 on [ripponlea.ps@education.vic.gov.au](mailto:ripponlea.ps@education.vic.gov.au) or 9527 5728.

## PURPOSE

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

## SCOPE

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

Ripponlea Primary School's grounds are supervised by school staff from 8:45 am until 3:45 pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through a notification on our school website, regular reminders in our newsletter that they should not allow their children to attend Ripponlea Primary School outside of these hours. Families are encouraged to contact our 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 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.

The following guidelines are in place for the safety of all students before and after school.

- Before school between 8.45am and 9.00am; only the basketball court play area is supervised. Except for organised activities (e.g. Sports X) students are not permitted on the eastern-end playground (oval) before 9am.
- After school between 3.30pm and 3.45pm; the basketball court play area is supervised until 3.45pm. Students are not permitted on the oval after 3.30pm.
- Students must be under the supervision of a parent/guardian if they are on the school grounds before 8.45am or after 3.45pm. RPS will not accept responsibility for students arriving at school prior to 8.45am or remaining at school after 3.45pm.
- Students attending Outside School Hours Care (OSHC) between 7am and 8.45am and between 3.30pm and 6pm will remain in the school grounds under the direct supervision and care of OSHC staff.
- Students are not permitted on the junior playground before and after school.
- Students may only use the senior playground before school (8.45am – 9am) if under the direct supervision of their parent/carer (or OSHC staff) whilst using the playground.
- Students may only use the senior playground after school (3.30pm – 3.45pm) if they have been dismissed by their teacher and are under the direct supervision of their parent/carer (or OSHC) whilst using the playground.
- After 3.45pm supervision is no longer provided by RPS staff and any student who is in the school grounds, or is observed by staff to be in the vicinity of the school grounds, that is not booked into OSHC and is not in the care of their parent/carer, is to be taken to the school office to make contact with the parent/carer to arrange immediate collection.
- With the exception of agreed early finish times (e.g. at end of term and at the end of year) students who are required to leave school early or who arrive late must be signed in or out at the school office, using the relevant system by a parent/carer or person authorised on the enrolment form.

### Yard duty

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

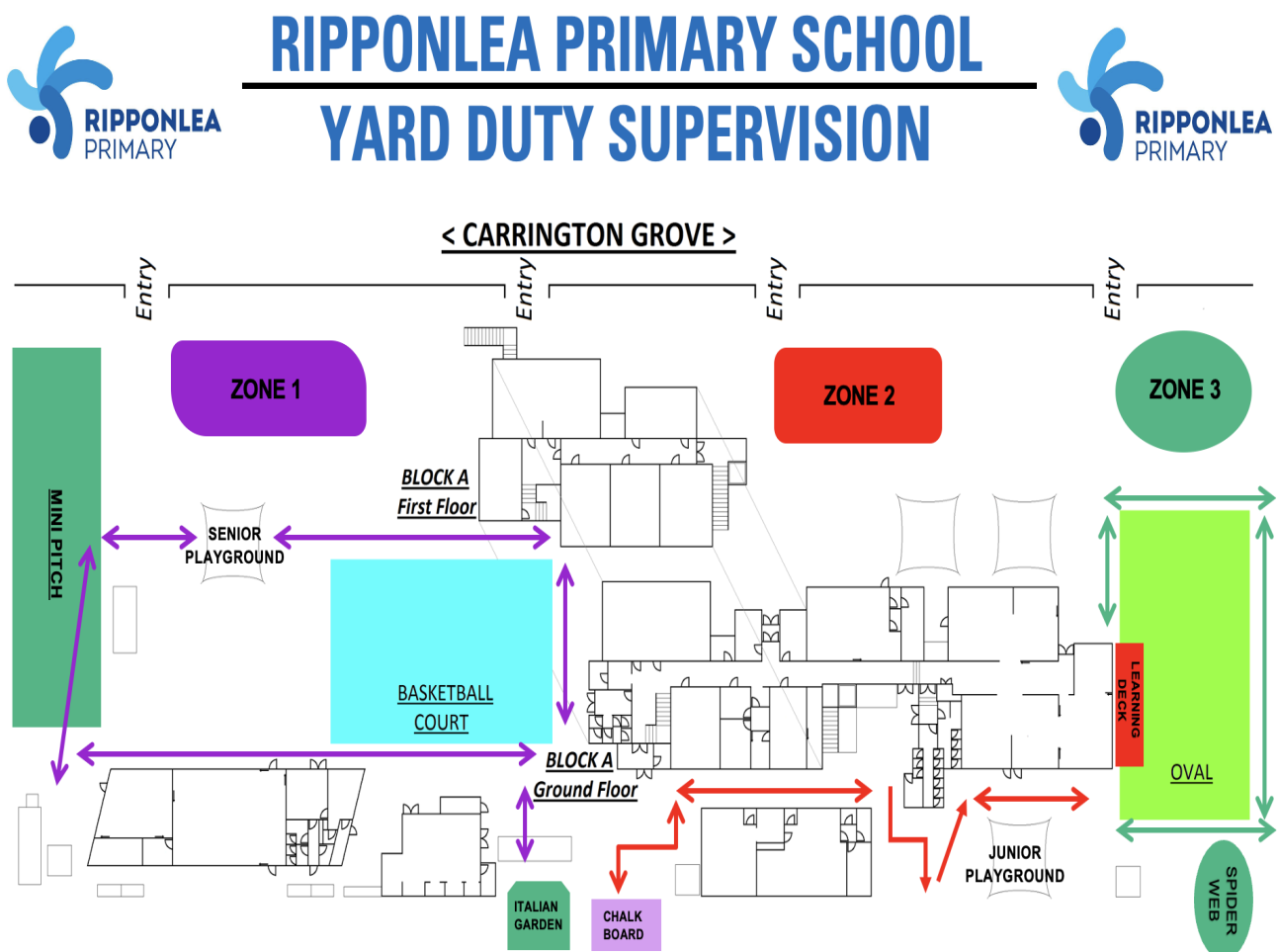
- The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Ripponlea Primary School, school staff will be designated a specific yard duty area to supervise.
- A Wet/Hot/Windy Day duty roster will also be in place to ensure staff are aware of their supervision duties when students are required to remain indoors for recess and / or lunch breaks.
- During recess between 11.00am and 11.30am and during lunchtime between 1.30pm and 2.30pm, the yard and playgrounds are supervised by an appropriate number of staff.
- Supervising staff wear a bright vest to be clearly visible to students at all times.

- The junior and senior playgrounds (play equipment areas) are supervised as part of the yard supervision listed in point 5 (five). The junior playground (oval end) is permitted for use only by students in Foundation to Year 2; the senior playground (ball court end) is permitted for use only by students in Years 3-6.

The designated yard duty areas for our school as at Term 1, 2025 are as follows:

<b>Zone 1 'Ball Court'</b>	This area includes the Basketball Court, Japanese Garden, Senior Playground and Mini Pitch.
<b>Zone 2 'Mid-Zone'</b>	Area outside the Library and Performing Arts room, up to and including the Junior Playground at the East end and the water tanks at the West end. This includes the student toilets.
<b>Zone 3 'Oval'</b>	This area covers the oval and the Inclusive Learning Deck.

\*Refer to the school Yard Duty Map below which highlights the location of each designated yard duty areas (i.e. Zone 1, Zone 2 and Zone 3).



- o wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Yard Duty bags and / or labelled pigeon holes located in the staffroom.
- o carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored inside the yard duty back-pack.
- o be familiar with the yard duty information lanyard that contains student health and safety information, as stored in the yard duty back-pack
- o return the yard duty back-pack 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 teacher.
- During yard duty, supervising staff must:
  - o methodically move around the designated areas, ensuring that all of the area is monitored particularly:
    - student toilet blocks (entry/exits)
    - play equipment areas within Zones 1 and 3
    - the school fence line areas
  - o 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)
  - o be alert and vigilant
  - o intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
  - o enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures as set out the school's *Student Engagement and Wellbeing Policy*
  - o ensure that students who require first aid assistance receive it as soon as practicable
  - o log any incidents or near misses as appropriate:
    - i) entering the information on the school's COMPASS portal – *Student Behaviour Chronicle* – this would need to be completed by the end of the day.
    - ii) CRTs are to note incidences and leave this written information at the front office at the end of the day, for entry onto the COMPASS Portal by administration staff.

\*Please see below re: incidences that require immediate follow-up action.

- 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. Incidences that require further follow up, also need to be reported to a member of the principal team and entered onto the school's COMPASS portal as soon as possible.
- If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Assistant Principal or Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

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- If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Assistant Principal or 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, using the blue colour coded card located in the yard duty bag, or phone the front office 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 the front office or member of the Principal team 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 activities.
- 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, and will follow the supervision requirements in the Department of Education [Excursions Policy](#).

### Digital devices and virtual classroom

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

Supervision measures will include:

- regularly moving around the room to monitor screens;
- putting in place technical alerts or barriers for inappropriate behaviour, such as blocking inappropriate websites or automatic flagging of inappropriate language;
- actively reinforcing learning and behavioural expectations throughout the activity.
- Ripponlea 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 a member of staff in the specified area i.e. open learning space; classroom pod area, corridor.
- Parents are responsible for the appropriate supervision of students accessing virtual classrooms from home; however, schools will monitor student attendance, safety and wellbeing.

### 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 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.

### Other areas requiring supervision

- Where students leave the classroom to use the bathroom, they are expected to go in pairs.
- Students accessing the school library are expected to do so with staff supervision

## 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
- Included as a reference in our school newsletter each term
- 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

Policy and Advisory Library:

- [Child Safe Standards](#)
- [Digital Technologies – Responsible Use](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

## POLICY REVIEW AND APPROVAL

<b>Policy Last Reviewed</b>	July 2025
<b>Approved by</b>	School Principal: July 2025
<b>Next review date</b>	July 2027