

Yard Duty and Supervision Policy 2025

1. RATIONALE

Appropriate supervision is an important strategy to monitor student behaviour, reinforce safe and positive behaviours 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. This policy applies to all teaching and non-teaching staff at Templestowe Park Primary School, including education support staff, casual relief teachers and visiting teachers.

2. GOALS

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

3. IMPLEMENTATION - BEFORE AND AFTER SCHOOL

- 3.1 Templestowe Park Primary School's grounds are supervised by school staff from 8.30 am until 3.45 pm. Outside of these hours, school staff will not be available to supervise students. TPPS will regularly inform parents/carers of the precise times during which the school's grounds will be monitored.
- 3.2 To ensure adequate supervision of students, a planned approach to yard duty is essential (see 4. Process). From 8.30 am, the timetabled staff members are to predominantly supervise the main asphalt area and / or entry points. During recess and lunch times, the school is divided into three zones that relate directly to the yard duty timetable ensuring staff are aware of their supervision area. After school duty is undertaken in the three entry / exit points in the school. These locations are also made clear on the yard duty timetable.
- 3.3 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.
- 3.4 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)
 - 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.
- 3.5 School staff who are rostered on for before or after school supervision must follow the process outlined below (See Process).

4. IMPLEMENTATION - YARD DUTY

- All staff at Templestowe Park 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 Templestowe Park Primary School, school staff will be designated a specific yard duty area to supervise.
- The designated yard duty areas for our school are outlined in the school map at the end of this document (Appendix 1)
- School staff must wear a provided safety/hi-vis vest, carry a school 'walkie talkie' and wear a 'bum bag' which holds basic first aid supplies whilst on yard duty. All of these items will be stored 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.
- During yard duty, supervising staff must:
 - adhere to the designated zones as shown on Appendix 1 ensuring they are in the best visible location to be within the students' line of sight 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 and Wellbeing policy
 - ensure that students who require basic first aid assistance receive it as soon as practicable. Students who require assistance beyond washing then applying band aids will be sent to the first aid room using the 'walkie talkie' to inform the staff member / s on first aid duty the name of the student who has been sent inside and a description of the injury.
 - 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.
- 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 a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should inform the first aid staff using the 'walkie talkie' and not leave the designated area until a replacement staff member has arrived.
- Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

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 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. 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 and Training Excursions Policy.

Digital devices and virtual classroom

Templestowe Park Primary School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Templestowe Park 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 during remote learning while at school in the identified areas and in the reduced play spaces during recess and lunch time breaks.

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

- student attendance will be recorded every day via an online class meeting.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

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 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.

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
- Available for download from the school website and from Compass
- Made available in hard copy from school administration upon request

5. 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](#)
 - [School Based Apprenticeships and Traineeships](#)
 - [School Based Apprenticeships and Traineeships](#)
 - [School Community Work](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

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6. EVALUATION

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



Appendix 1

