



Yard Duty and Supervision Policy

PURPOSE

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

SCOPE

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Healesville Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

POLICY

Before and after school

Healesville Primary School's 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.

Children will be supervised in the top and bottom area of the school (Area A & B) before school and in the pick up area, 3/4 playground gate and the 5/6 gate after school.

Parents and carers should not allow their children to attend Healesville Primary School outside of these hours. Families are encouraged to contact Camp Australia 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)

- 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.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

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

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

In Term 2, the designated yard duty areas for our school and staff on duty are attached at the end of the policy

School staff must wear a provided safety/hi-vis vest and carry a 1st Aid bag whilst on yard duty. Safety/hi-vis vests and bags are stored outside 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:

- methodically move around the designated zone
- 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 your school's

SWPBS and behaviour plans

- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Sentral and in the 1st Aid log book (located in the 1st Aid room)
- if being relieved of their yard duty shift by another staff member 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 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/call the Principal 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.

Yard duty zones

The designated yard duty areas for our school Term 2, 2022

Zone	Area
Area 1	Top area of the school (Ruins, office area, canteen, 3/4 playground)
Area 2	Bottom section of school (Oval, Junior playground, 5/6 playground)



Department of Education and Early Childhood Development

THESE DRAWINGS ARE FOR INFORMATION PURPOSES ONLY.

Revision Date: 12-02-2015

These drawings were prepared by Indec-Arup for the Department of Education and Early Childhood Development. Any queries relating to these drawings should be referred to Asset Management.
E-mail: samis@edumail.vic.gov.au

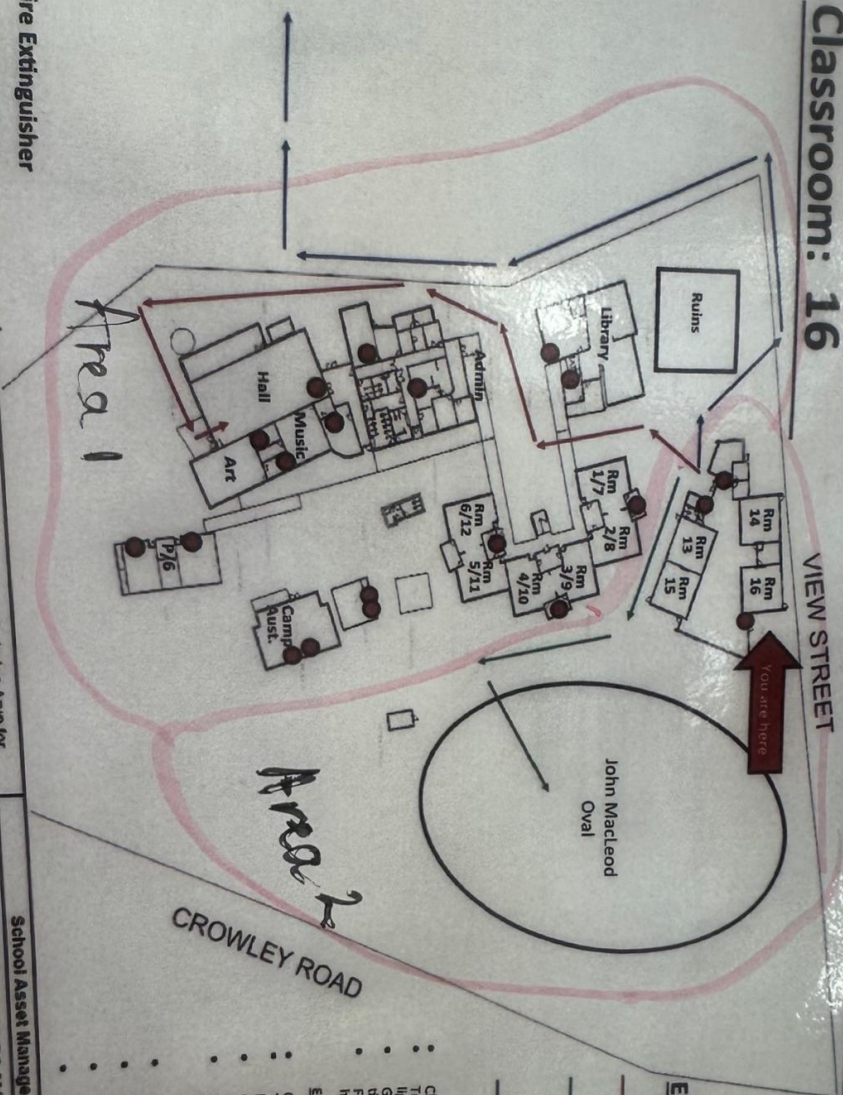
HEALESVILLE PRIMARY SCHOOL, ADJACENT CENTRE & VIEW STREET HEALESVILLE 3777

School no: 440
Campus no: 1

Region no: 71
NORTH-EASTERN VICTORIA

Copyright Year: 2015

● Fire Extinguisher



Classroom: 16

VIEW STREET

CROWLEY ROAD

EVACUATE TO

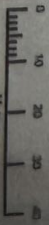
- The Hall
- John Macleod Oval
- St. Brigids Oval

- Evacuate to Hall
- Close doors & windows.
- Turn off heaters/aircons/lights.
- Grab displin & any medications.
- Follow designated path to hall.
- Evacuate to HPS Oval or St. Brigids Oval
- Close doors & windows.
- Turn off heaters/aircons/lights.
- Grab displin & any medications.
- Follow designated path to HPS Oval St. Brigids Oval.
- Lockdown
- Lock all doors/window/blinds.
- Entry door to be locked from outside.
- Sit quietly on floor out of view.
- Await phone call from office.

School Asset Management System

HEALESVILLE PRIMARY SCHOOL

Interactive System



Scale @ 1:40
 Layer: 1 (000)
 Legend:
 Standard Floor
 Feature Selection

Feature Selection	Outline	Text	Tag	Rotation
Buildings	✓	✓	✓	✓
Construction Zones	✓	✓	✓	✓
Rooms	✓	✓	✓	✓
Doors	✓	✓	✓	✓
Sites	✓	✓	✓	✓
Vegetation	✓	✓	✓	✓

[Construction Zones]
 [Spatial Database]

Notes:
 Building icons is denoted to the SATELLITE PROJECT, ACCORDING TO THE STUDENTS WITH INTELLIGENTIAL BEHAVIORS FROM URBAN (EVAN) SPECIAL EDUCATIONAL SCHOOL, ZEPHYRUS.

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 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, 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. 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

Digital devices and virtual classroom

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

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.

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library:

- [Supervision of Students](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

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

Information for parents and students on supervision before and after school is available on our school website

REVIEW CYCLE

This policy was last updated and approved by school council in March 2023 and is scheduled for review in March 2024. This policy will also be updated if significant changes are made to school grounds that require a revision of Healesville Primary School's Yard Duty and Supervision Policy.

Yard Duty Timetable

Yard Duty Term 1 2023

Monday	Tuesday	Wednesday	Thursday	Friday
Meet and Greet at the front/main entrance 8:45 – 8:55 am and at 3:30 – 3:40				
Tracey Marlene	Tracey Bek	Tracey Brooke	Tracey Bek	Tracey Tayla
Morning and after school yard duty - wandering around 3/ 4 playground and asphalt area.				
Kelly	Ali	Fenna	Rosie	Esther
Morning and after school yard duty - at the old gates BER Building 8:45 – 8:55 am and at 3:30 – 3:40				
Jess	Georgia	Ashlee	Dave	Tess

Yard Duty Recess and Lunch

Area	Monday	Tuesday	Wednesday	Thursday	Friday
Recess 11:10am – 11:40am (30mins)					
Area 1	Marlene	Kelly	Brooke	Esther	Dave
Area 2	Bek	Georgia	Ashlee	Bek	Tayla
Lunch 1:50pm – 2:10pm (20mins)					
Area 1	Kelly	Ali	Rosie	Dave	Marlene
Area 2	Brooke	Esther	Tayla	Fenna	Ashlee
Lunch 2:10pm – 2:30pm (20mins)					

Area 1	Tayla	Marlene	Dave	Kelly	Georgia
Area 2	Ashlee	Georgia	Esther	Brooke	Kelly
Clubs 30 minutes only	Fenna	Sharon	Rosie	Tracey	Ali

ES STAFF – TAGGING of students who require closer supervision

First Aid Roster

	Monday	Tuesday	Wednesday	Thursday	Friday
Teams on – share responsibility over recess and lunch times	One Two Teachers	Specialist Teachers Fenna Sharon Bek Rosie	Office staff and Tracey	Three Four Teachers + Tracey	Five Six Teachers + Ali