



YARD DUTY AND SUPERVISION POLICY

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Orchard Grove 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

Orchard Grove 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.

Before and after school, staff will supervise the outside gates near the long room, the grassed area outside the school office and path from the Holland Road carpark.

Parents and carers will be advised through the school newsletter and Compass that they should not allow their children to attend Orchard Grove Primary School outside of these hours. Families will be encouraged to contact the office on 9894 3400 or Kelly Club on 1300 535 590 or email them on Orchardgrove@kellyclub.com.au 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 the out of school hours care program (Kelly Club), if available and the parent consents
- 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 staff at Orchard Grove Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

The designated yard duty areas for our school:

Area	Area
Area 1	Asphalt, garden areas, decking in front of the Foundation Centre, shade sail area near the Performing Arts Centre
Area 2	Oval
Area 3	Grassed areas in front of the admin building, spider web playground and grassed area to fence. Toilets in PAC area
Area 4	Climbing equipment between Library and Year 4 building, Foundation playground, Foundation toilets and undercover deck area of Foundation classrooms.
Area 5	Playgrounds including Spider Web, area behind Year 3 & 4 classrooms
Area 6	Meadow Playground and turfed netball court near the Meadow



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 foyer in the office area.
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will also be stored in the foyer in the office area.
- Be familiar with the yard duty information pack containing student health and safety information displayed in the first aid room
- Use a walkie-talkie when on yard duty to report any incidents. These will also be stored in the foyer in the office area.

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 teacher.

During yard duty, supervising staff must:

- Methodically move around the designated zone ensuring active supervision of all students and making sure all areas are within line of sight of at least one yard duty supervisor
- Where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they are wearing 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 *OGPS Student Engagement and Wellbeing* policy
- Ensure that students who require first aid assistance receive it as soon as practicable
- Log any incidents or near misses into 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), 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 (in charge of yard duty) 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 front office via walkie talkie 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 Assistant 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 or one of the student Peer Mediators.

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 Year Level Coordinator or 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. NO class is to be left unattended at any time unless there is an emergency.

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

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

Orchard Grove Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site.

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.

COMMUNICATION

The policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Discussed at staff meetings as required
- Include 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 from Team Kids on 1300 035 000 or refer to www.teamkids.com.au

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 Community Work](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

Review Cycle And Evaluation

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