

## YARD DUTY & SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school's administration 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 MINDALK 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

MINDALK Primary School's grounds are supervised by school staff from 8.10am until 8.30am and 2.50pm until 3.15pm. Outside of these hours, school staff are not available to supervise students.

Supervision areas aid the transition into the school grounds at the pedestrian entrances:

- Clara Avenue Gate 10
- Trickett Drive – Gate 1 & 2 (front of school)

Parents and carers are advised through our school-wide platform and newsletter about before and after school supervision. Parents and carers should not allow their children to attend MINDALK Primary School outside of the above hours. Families are encouraged to contact the Administration Office 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 considers 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/carer consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

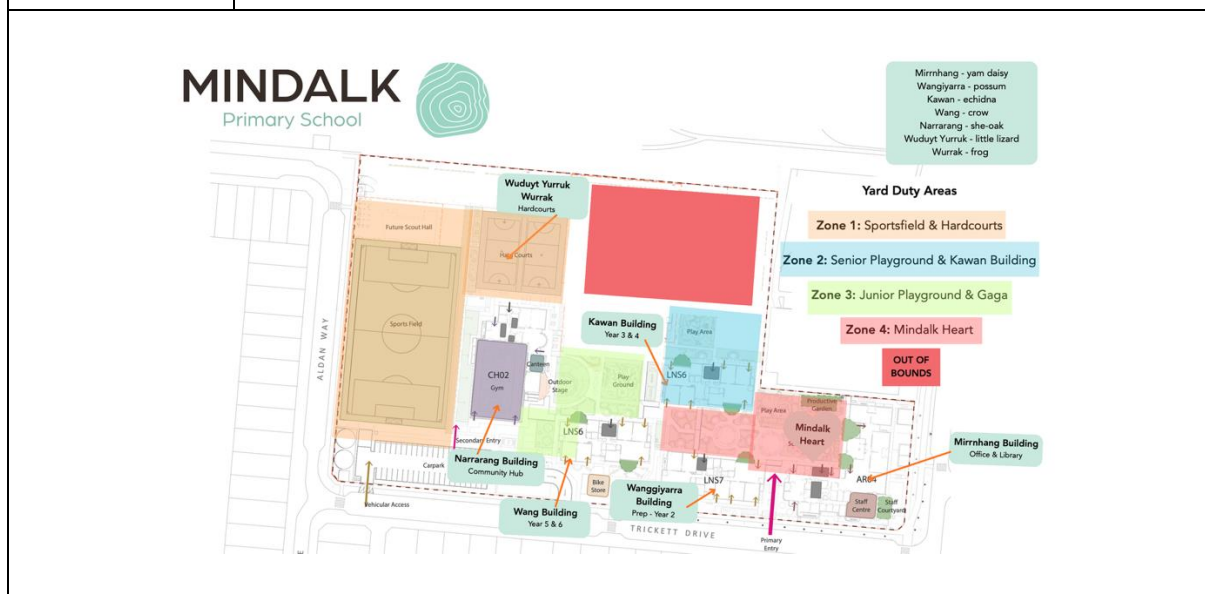
All staff at MINDALK Primary School are expected to assist with yard duty supervision and are included in the weekly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster for each school term. The yard duty timetable is distributed to all staff via Google Drive and is on display in the staffroom. At MINDALK Primary School, school staff are designated a specific yard duty area to supervise for each 30-minute break. During both break times there are five staff members on duty.

### **Yard duty zones**

The designated yard duty areas for our school as of Term 1, 2026 are:

Zone	Area
Zone 1	School oval & hardcourts
Zone 2	Senior Playground & Kawan Building
Zone 3	Junior Playground & Gaga Pits
Zone 4	Mindalk Heart



## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are stored with each individual staff member
- carry the yard duty first aid bag and whistle at all times during supervision. The yard duty first aid bags are stored with each individual staff member.
- carry a mobile phone
- be familiar with the yard duty expectations outlined in the Mindalk Manual - Staff which is stored electronically for staff on Google Drive and a hard copy available in the Administration Office for casual staff. Staff can also access class-based profiles which contain student health and safety information. These profiles are stored on the school's Google Drive and are provided to each staff member at the beginning of the school year and updated by the First Aid Officer when appropriate. Information contained in these profiles may include:
  - Students at risk of anaphylaxis
  - Students at risk of asthma
  - Possible absconders
  - Students with additional physical needs
  - Student with additional social/emotional needs
  - Students with additional medical needs
  - Students with sensory issues
  - Parents/carers who pose a serious risk to safety

## 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 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* and School-wide Positive Behaviour Support (SWPBS) matrix
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate health and safety issues through EduSafe Plus, other incidents through the School Management System.

The yard duty first aid bags contain a medical emergency card (red). This card is used in the case of a person suffering a medical episode (asthma or anaphylaxis etc). The staff member sends the card with a responsible student straight to the Administration Office. The staff member also needs to call the Administration Office once they have sent the child with the card.

If a staff member requires support in dealing with an issue, they must call the principal or assistant principals on their mobile phones. The leader will then attend the area of the yard to assist.

When relieved of their yard duty shift by another staff member (halfway through the 30-minute break), 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 or Assistant Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made. If a staff member is on an excursion etc. on their duty day, it is their responsibility to arrange a swap with another teacher.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Principal or Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving member does not arrive for yard duty, the staff member currently on duty should call the Principal or Assistant Principal and not leave the designated area until a replacement staff member has arrived.

Students are 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 principal or assistant principal for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving. Where a child needs to leave a classroom when experiencing regulation or behavioural challenges, they will be accompanied by an Education Support Staff (ESS) member or a member of School Improvement Team (SIT). Staff members will initiate the 'Learning and Behaviour Response' model.

ES who are aides in the classroom supporting students, cannot be left to supervise a class without a teacher present. The teacher may ask the ES to get assistance as required.

If there is a medical emergency within the classroom the teacher should call the administration office for assistance. The appropriate personnel (leadership or school nurse) will then attend to assist.

### 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 is 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 follows the supervision requirements in the Department of Education [Excursions Policy](#).

### Digital devices and virtual classroom

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

MINDALK Primary School also ensures appropriate supervision of students participating in remote and flexible learning environments while on the school site. In these cases, students are supervised by a classroom teacher in a breakout room appropriate to the session they are attending.

### Students requiring additional supervision support

As a SIS school, we recognise that some students require additional supervision support. In these cases, the principal or delegate ensure arrangements are made to roster additional staff as required as part of the 'Learning and Behaviour Support' model. 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 follows our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our school follows the operations guidance issued by the Department.

### Other areas requiring supervision

**Bathroom usage:** We recognise the importance of promoting independence while also ensuring the safety and security of our students. Therefore, arrangements for bathroom usage during class time are outlined as follows:

- Students are encouraged to use the bathroom during designated break times, minimising disruptions to instructional time.
- Students must use the bathrooms in their allocated buildings. (both internal and external access)
- A buddy system is in place during class time, encouraging students to go to the bathroom in pairs. This practice not only enhances safety but also cultivates a sense of responsibility among students.
- Teachers and staff members are available to provide assistance and supervision as needed, ensuring that bathroom breaks are conducted in a safe and respectful manner.

**Library:** The school library is a space where students engage in independent study, research, and reading. To ensure a conducive environment and promote responsible behaviour, supervision is provided by a teacher during designated library hours.

**Transitions between classrooms and different areas:** When students move from one classroom to another or transition to different areas within the school premises, supervision is essential to maintain orderliness and ensure the safety of all students. Teachers and staff members are stationed strategically to supervise these transitions and provide guidance as needed.

## COMMUNICATION

This policy is 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 Administration Guide
- Included as a reference in our school newsletter
- Made available in hard copy from the administration office upon request

Information for parents/carers and students on supervision before and after school is available on our school website and parent/carer reminders are sent at the beginning of each term in our school newsletter.

## 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](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2025
Approved by	Principal
Next scheduled review date	July 2027 To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter*

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