



Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact our School Office on 9744 9744 or via email. (sunbury.ps@education.vic.gov.au)

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Sunbury Primary, 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

Sunbury Primary Schools grounds are supervised by school staff from 8:50 until 3:40. Outside of these hours, school staff will not be available to supervise students. Front and back gate entrances to the school are staffed from 8:50 -9:00 in the mornings and from 3:30 – 3:40 in the afternoons every day.

Parents and carers will be advised through compass regarding any alternate arrangements to these supervision times. (e.g. early finish days) Students are not to be dropped off on school grounds before 8:40 and need to exit the school grounds by 3:45. 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/carers to:

- advise of the supervision arrangements before school
- request that the parent/carers make alternate arrangements

Families are encouraged to contact Their Care by visiting their website (www.theircare.com.au) for more information about the before and after school care facilities available to our school community.

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.



Sunbury Primary School

Principal: Anna Henderson
41 The Heights, Sunbury 3429

Phone: (03) 9744 9744
Email: sunbury.ps@education.vic.gov.au
Website: www.sunburyps.vic.edu.au

ABN: 20 925 449 587

YARD DUTY

YARD DUTY EQUIPMENT

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored by classroom teacher
- always carry the yard duty first aid bag during supervision. The yard duty first aid bag will be stored by classroom teacher
- Be familiar with the contents of yard duty bags including
 - First aid cards
 - House Point Cards
 - Basic First Aid Materials
 - EpiPen Card
 - Student Medical Condition Cards

YARD DUTY ZONES

The designated yard duty areas for our school as of term2 2025 are:

Area 1	Oval and 5/6 Playground
Area 2	3/4 Playground and Soccer Pitch
Area 3	1/2 Playground and Industrial Playground
Area 4	Basketball Court, Canteen and Central Courtyard
Area 5	Prep Playground and Prep Passive Play

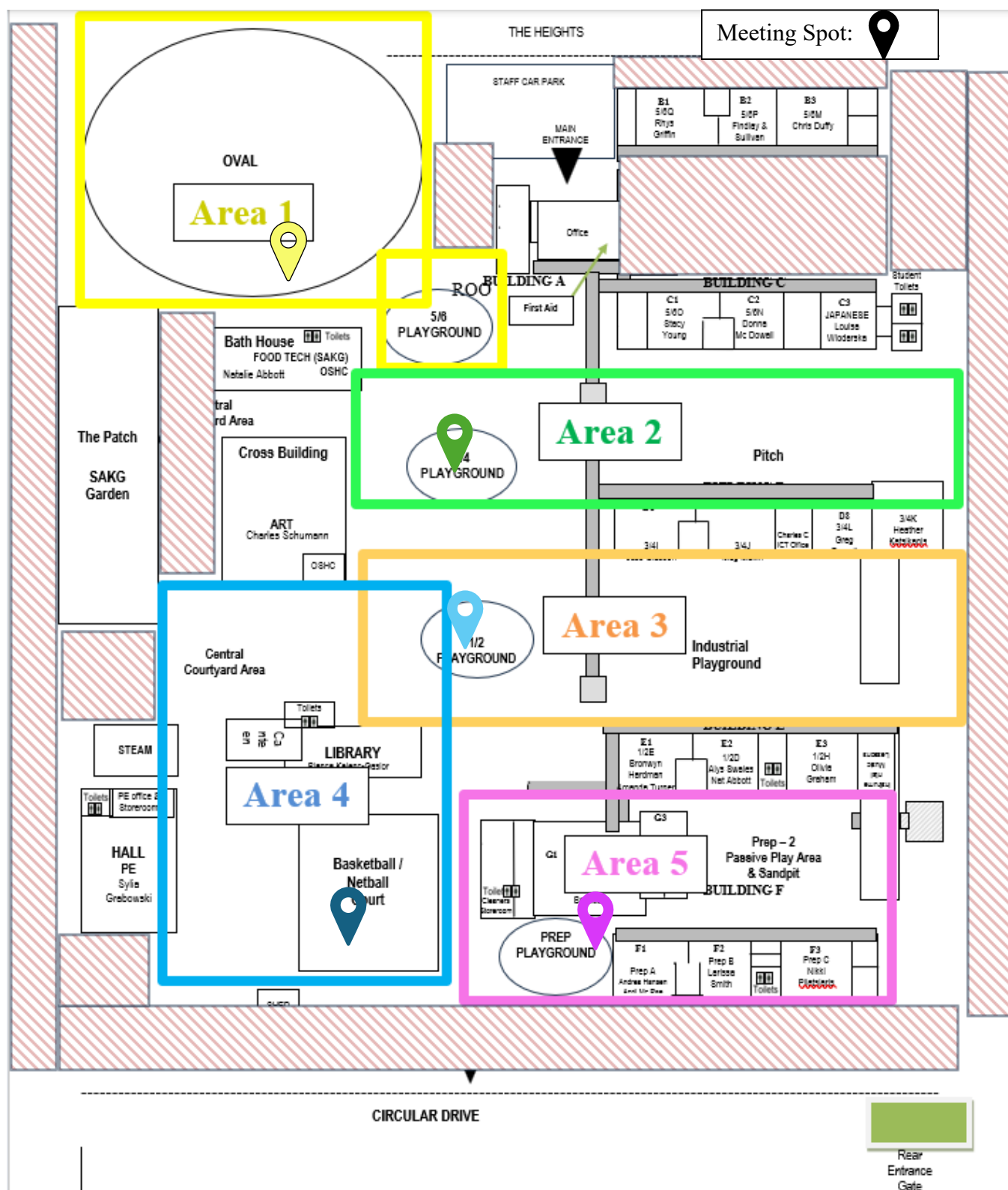


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Notes:

- Verandas in area 3 and 5 are out of bounds for students.
- Students repeatedly playing in out of bounds areas are to walk with the yard duty teacher for the remainder of the break.



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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 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)
- ensure students remain in their designated year level zones
- 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 policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on compass

When being relieved of their yard duty shift by another staff member, 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. (meeting spots marked on map)

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the office 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 office but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office and not leave the designated area until a relieving 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.

SunSmart

Sunbury Primary School is a SunSmart school and required all students to wear hats in the yard during all break times and outdoor activities. Students without a hat are required to play under the veranda of the 3/4 building. Students who consistently break this rule and leave the shaded area without a hat will be given a 'hat card' and sent to the office where they will spend the rest of that break time as a consequence.

Playing with Natural Materials

Students at Sunbury Primary School are not to play with sticks, rocks or pinecones outside of the industrial playground (area 3). Staff who see student who are playing with these materials outside of the industrial playground are to be redirected there. Students who are playing inappropriately or unsafely with these materials will be asked to stop and additional consequences may be attached depending on the incident.

First Aid Cards

Staff need to provide a first aid card to students who have been injured or are feeling ill during lunch or recess. These cards are to be provided to first aid at the office before they can be treated. If a student has a major or obvious medical issue student will be seen without need of a first aid card.

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 a replacement staff member has arrived at the classroom before 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 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, and will follow the supervision requirements in the Department of Education [Excursions Policy](#).



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Digital devices and virtual classroom

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

Sunbury 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 at the office.

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

- student attendance will be monitored
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes

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

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
- Made available in hard copy from the office 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

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Cybersafety and Responsible Use of Technologies](#)
 - [Duty of Care](#)
 - [Excursions](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	09/04/2025
Approved by	Principal
Next scheduled review date	09/04/2027

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