Yard Duty and Supervision Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact Ruskin Park Primary School on 9723 3886 or at ruskin.park.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 Ruskin Park 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, time and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and After School

Ruskin Park Primary's grounds are supervised by school staff from 8:45 am until 3:45 pm. Outside of these hours, school staff will not be available to supervise students.

There are two areas for before and after school duty and four areas for yard duty within the school mapped below:

Before School: 8:45 – 9:00	**Recess: 1st half:** 11:00 – 11:15	**Recess: 2nd half:** 11:15 – 11:30	**Lunch: 1st half:** 1:10 – 1:35	**Lunch: 2nd half:** 1:35 – 2:00	**After School:** 3:30 – 3:45
Front of School Back of School	**Area A:** Basketball Court **Area B:** Oval **Area C:** Soccer **Area D:** Courtyard	**Area A:** Basketball Court **Area B:** Oval **Area C:** Soccer **Area D:** Courtyard	**Area A:** Basketball Court **Area B:** Oval **Area C:** Soccer **Area D:** Courtyard	**Area A:** Basketball Court **Area B:** Oval **Area C:** Soccer **Area D:** Courtyard	Front of School Back of School

Parents and carers will be advised via Compass and by regular reminders in the school newsletter that they should not allow their children to attend Ruskin Park Primary outside these hours. Families will be encouraged to contact the school on 9723 3886 or refer to www.ruskinparkps.vic.edu.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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

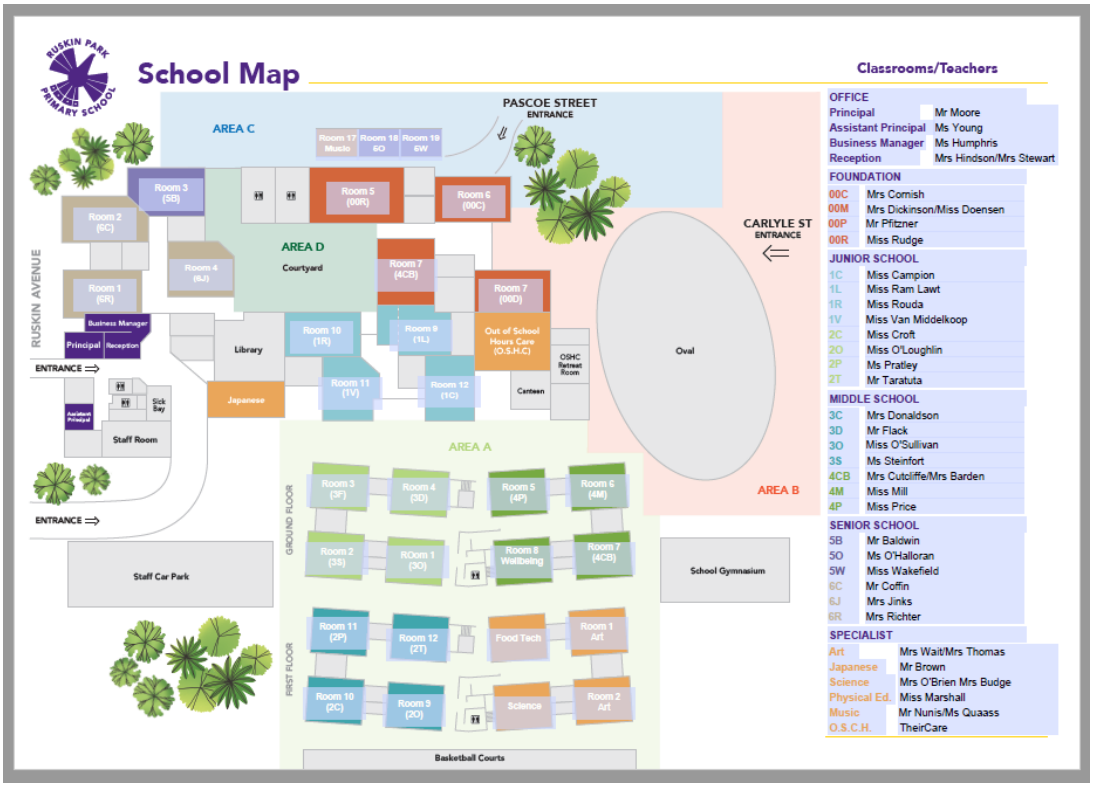
School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard Duty

All staff at Ruskin Park Primary are expected to assist with yard duty supervision and will be included in the weekly roster.

Principal Class is responsible for preparing and communicating the yard duty roster on a regular basis. At Ruskin Park Primary, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as of Term 4, 2026) are outlined as per the map below.



Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

Yard duty equipment

School staff must:

- wear their provided hi-vis vest.
- always carry their provided yard duty first aid bag during supervision.
- be familiar with the yard duty information pack containing student health and safety information stored on the provided clipboard.
- have yard duty incident forms and a pen.

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 their designated zone ensuring that they move through all parts of their area
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- ensure students are playing on the correct year level playground
- 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 necessary playground incident reports are fully filled in and brought to the office at the end of the play period the problem occurred
- ensure that students who require first aid assistance receive it as soon as practicable

- 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
- 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 lanyard with clearly visible visitor pass and have signed in (excluding drop off and collection periods).

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Daily Organiser or Principal Class 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 Daily Organiser or Principal Class should not leave the designated area until the relieving staff member has arrived.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should call the office or ask an older student to do so. They must 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.

Wet Day/Hot Day Timetable

On days where a wet or hot day timetable occurs, staff will have a 15 minute recess break and duty if inside at recess and a 25 minute lunch and duty if inside at lunch. If a staff member is on yard duty for the 2nd half, they should organise with their buddy to have their break during the 1st half. The same scenario should occur in reverse. Specialist teachers should liaise with the learning leader of the area they are allocated to, to find out where their duty will be.

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 ask the person next door to them. Should there be no one close to assist, the teacher should call office so that cover can be arranged. 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, leadership team and event organisers 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

Ruskin Park Primary School follows Digital Technologies - Responsible Use 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.

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

Communication

- Included in staff induction processes
- Included on our policies website
- Included in our staff handbook
- Changes included in our staff Week Ahead

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

Policy last reviewed	October 2026
Approved by	Principal
Next scheduled review date	October 2028

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