



Yard Duty and Supervision Policy

Mornington Park Primary School 5040

POLICY DATE: March 2025

REVIEW: March 2027

APPROVED BY: Principal April 2025

“Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. Mornington Park Primary School’s (The school’s) Child Safety Code is available on the school’s website.”

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Mornington Park PS, 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

Mornington Park PS’s grounds are supervised by school staff from 8:45am until 3:35pm. Outside of these hours, school staff will not be available to supervise students in the school grounds. Breakfast club is open from 8:15am where students are supervised by a staff member in the breakfast club area. Before and after school, school staff will supervise the entrance from Hardy St and the basketball court, the front entrance on Robertson Drive and between the black gates of the two main buildings.

Parents and carers will be advised through regular reminders in our newsletter that they should not

allow their children to attend Mornington Park PS outside of these hours unless attending the Out of School Hours Care. Families will be encouraged to contact Little Wonder Kids on 0448 060 688 for more information about the before and after school care program 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 the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Mornington Park PS are expected to assist with yard duty supervision and will be included in the weekly timetable.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Mornington Park PS, school staff will be designated a specific yard duty area to supervise. A yard duty roster is emailed to all staff, displayed in staff rooms and is on the daily bulletin each day. No changes to the yard duty roster are to be made without the approval of the Daily Organiser or Assistant Principal. A special event requiring a change to the normal yard duty will be discussed at the morning briefing.

Yard duty zones

Teachers are rostered on for East or West duty. East is the basketball court area, between the two main buildings, toilet areas and junior playground. West is the senior playground, oval and senior rest/sandpit area.

In addition to the teaching staff, an ES staff member is allocated to the junior and senior playgrounds.

The Happy Room is an indoor play area for children requiring 'quiet play' and this is supervised by the Assistant Principal or nominated staff member and is open every recess and lunchtime. Students can choose to attend or at times may be asked to attend for their own wellbeing by a staff member.

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. All staff a high vis vest in their classroom
- carry the yard duty first aid bag at all times during supervision. All staff have their own yard duty bag which is stored in their classroom.
- Be familiar with student health and safety information stored in the plastic box at the entry of each classroom and office space.

Yard duty responsibilities

Staff rostered for duty are to attend the designated area at the time indicated on the roster. Staff should methodically move around the designated zone and highly visible, wearing a fluoro vest and carrying a yard duty bag which contains first aid passes, band aids, tissues and important information about students with medical conditions.

When on yard duty, teachers should carry their mobile phones in case they need to contact the office or Principal/Assistant Principal for assistance.

Teachers on duty are to remain in their designated area until the end of the break period or until replaced by the relieving teacher, whichever is applicable. The handing over of duty from one teacher to another must be quite definite and must occur in the area of designated duty. Where a relieving teacher does not arrive for duty, the teacher currently on duty should call the office and ask them to announce for the change of teacher, **but must not leave the area until replaced.**

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). Adults that are not signed in should be immediately directed to the office via the quickest path.

Yard duty teachers are to reinforce good behaviours for upholding the school values, enforce behaviour standards and provide logical consequences for breaches of safety rules in accordance to our Student Management Policy. Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

All negative behaviour or first aid incidents are to be recorded on Sentral with follow up actions where required.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. Teachers must not leave students unattended, in a classroom, at any time. It is not appropriate to leave students in the care of educational support staff, parents or trainee teachers. Teachers must be able to see students when roaming the room.

It is not appropriate to leave students in the care of external education providers for example, during an incursion, a teacher must always be present. If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Assistant Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

In an emergency situation staff are to use the phone and press the Duress button which will alert the Principal, Assistant Principal and Administration office who will then organise assistance.

No student should be left unsupervised outside the classroom at any time including withdrawal as a consequence for misbehaviour. Withdrawal for misbehaviour is to be conducted by phoning the Assistant Principal or Principal who will come and move the student to another classroom, supervised quiet area, or the Assistant Principal's office depending on the circumstances for being withdrawn.

Movement of Students

Students going to the bathroom, visiting another classroom or going to the office will need to go in pairs and have permission from the teacher in charge.

Students need to be taken to or collected from specialist subjects by a teacher.

Instrumental teachers, volunteers or educational support staff must be in direct line of sight of a teacher or principal when supervising students.

Students going to the first aid room must have a first aid card and report to the front office to obtain a first aid provider

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 and Training [Excursions Policy](#).

Students are to be counted on and off transport and at other times on a regular basis whilst on excursion or camp activities.

The teacher in charge will have copies of all confidential medical forms and permission notes with contact details. A copy of this material will also be kept at school.

Arrangements will be made, by the classroom teacher, for students not attending to continue their normal program at school under supervision of another classroom teacher.

The teacher in charge or designated teacher of an excursion or camp will carry a mobile phone. The teacher in charge or designated adult of an excursion or camp will have a first aid kit with them at all times. All other staff on the excursion or camp will know where this is.

If the return time from an excursion or camp is delayed, the teacher in charge will contact the school to inform the Principal of the new arrival time so that parents can be contacted and a senior staff member will remain at school until they arrive.

If crossing roads students are to use designated crossing points. Staff are to walk to the middle of the crossing to ensure visibility and orderly crossing. Other staff control the flow of students across the road.

Digital devices and virtual classroom

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

Mornington Park PS 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 by teachers and ES staff.

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
- 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.

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

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](#)