

YARD DUTY AND SUPERVISION POLICY



PURPOSE

To ensure all staff understand their responsibilities for the supervision of students and to provide a consistent approach to supervision that supports student safety and the school's duty of care obligations.

SCOPE

This policy applies to all teaching and non-teaching staff at Frankston Heights Primary School, including education support staff, casual relief teachers and visiting teachers.

POLICY

Appropriate supervision is an essential strategy for promoting student safety, supporting positive behaviour, identifying and responding to potential risks, and fulfilling the school's duty of care obligations.

The Principal is responsible for ensuring that effective supervision arrangements are in place during school hours, before and after school, and for all school activities, including excursions, camps and other off-site learning experiences.

All staff are required to comply with reasonable and lawful directions from the Principal relating to the supervision of students. Supervision must be carried out in a manner that actively promotes child safety and wellbeing and minimises reasonably foreseeable risks.

Before and After School Supervision

Staff supervision is provided:

- **Before school:** 8:50 am to 9:00 am
- **During the school day:** 9:00 am to 3:30 pm
- **After school:** 3:30 pm to 3:45 pm

From 8:50 am, classroom teachers supervise students within their classrooms prior to the commencement of the instructional program. At the conclusion of the school day, staff remain on duty until 3:45 pm in accordance with the school's supervision roster.

Outside these times, staff are not available to supervise students.

Parents and carers are informed through Sentral and the school newsletter that they are responsible for the care and supervision of their children outside the before and after school supervision times. Families requiring supervision outside these hours are encouraged to contact Camp Australia on 1300 105 343 or refer to <https://campaustralia.com.au> regarding before and after school care.

Students Arriving Before Supervision Commences

If a student arrives before 8:50 am, the Principal or Assistant Principal will, as soon as practicable:

- contact the parent/carer to remind them of the school's supervision times
- request that alternative arrangements be made in the future.

Students Remaining After Supervision Ends

If a student has not been collected by 3:45 pm, the Principal or Assistant Principal will determine appropriate action, which may include:

- contacting the parent or carer
- contacting emergency contacts
- placing the student in the Outside School Hours Care program, where appropriate
- contacting Victoria Police or Child Protection if required to ensure the student's safety.

Yard Duty

All teaching staff participate in the school's yard duty roster. Education support staff may also undertake supervision duties where appropriate.

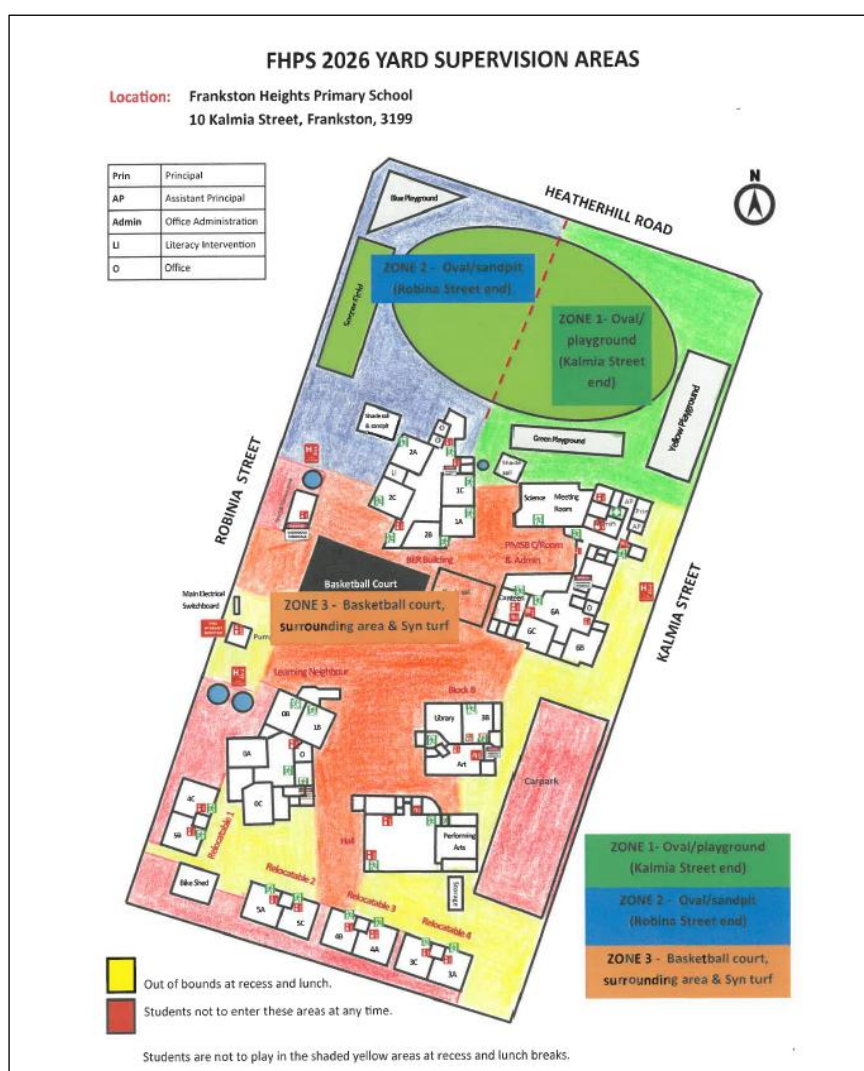
The Assistant Principal is responsible for preparing and communicating the yard duty roster and designated supervision zones.

Staff are expected to familiarise themselves with the roster and ensure they attend their allocated supervision area on time.

Yard Duty Zones

The designated yard duty areas for our school are:

Zone	Area
Zone 1	Oval/playground (Kalmia Street end)
Zone 2	Oval/sandpit (Robinia Street end)
Zone 3	Basketball court and surrounding area



Yard Duty Equipment

Staff undertaking yard duty must:

- wear a high-visibility vest
- carry the designated yard duty first aid bag
- be familiar with the yard duty information folder, including relevant student health and safety information.

Equipment is collected from the Meeting Room prior to duty and handed directly to the relieving staff member and returned to the Meeting Room at the completion of the duty period.

Yard Duty Responsibilities

Staff rostered for yard duty are responsible for actively supervising students throughout their allocated area until relieved by another staff member.

During yard duty staff will:

- actively move throughout the designated supervision area
- maintain vigilance and regularly scan the environment
- intervene immediately when unsafe or inappropriate behaviour is observed
- reinforce school expectations and respond to behaviour in accordance with the school's Behaviour Management Policy
- provide or arrange first aid assistance as required
- follow school emergency procedures where necessary
- approach unknown visitors (where safe to do so) and ensure they have signed in and are wearing a visitor pass, excluding normal arrival and dismissal times
- record significant incidents on Sentral
- report hazards, safety concerns or maintenance issues to the Principal or Assistant Principal promptly.

Where supervision duties change during a break, the outgoing staff member must provide an appropriate verbal handover to the relieving staff member regarding any incidents, student welfare concerns or matters requiring ongoing monitoring.

Staff Unable to Attend Yard Duty

If a staff member is unable to attend their allocated yard duty, they must notify the Assistant Principal as early as possible so alternative supervision arrangements can be made.

Staff must not leave their supervision area until relieved by another staff member.

If a relieving staff member has not arrived, the supervising staff member must contact the office and continue supervising students until relief arrives.

Students are encouraged to seek assistance from the supervising staff member whenever required during recess and lunchtime.

Classroom Supervision

Teachers are responsible for the supervision of all students in their care during class time.

Teachers must not leave students unsupervised. Where it is necessary to leave the classroom, they must arrange supervision with a neighbouring teacher or the Assistant Principal and remain until another staff member has assumed responsibility.

Students accessing bathrooms during class time should attend with another student.

Excursions, Camps and School Activities

Appropriate supervision arrangements will be planned for all excursions, camps and school activities according to the nature of the activity, identified risks and student needs.

Supervision arrangements will comply with the Department of Education's Excursions Policy and associated guidance [Excursions Policy](#).

Where external providers are engaged, Frankston Heights Primary School retains overall responsibility for student supervision and safety.

Digital Learning

Student supervision while using digital technologies will be consistent with the Department of Education's [Digital Technologies - Responsible Use policy](#) and the Frankston Heights Primary School Digital Technologies User Agreement.

Students Requiring Additional Supervision

Some students may require additional supervision due to disability, medical conditions, behavioural needs or other individual circumstances.

Where required, the Principal or Assistant Principal will implement additional supervision arrangements to ensure these students can participate safely in all aspects of school life.

Emergency Operations

During emergencies, supervision arrangements will be implemented in accordance with the school's Emergency Management Plan.

If the Department directs remote or flexible learning arrangements, student supervision and wellbeing will be managed in accordance with Department operational guidance.

Unauthorised Departure from School

If a student leaves the school grounds without authorisation after attending school, the parent or carer will be contacted immediately.

Where there is concern for the student's safety or the safety of others, Victoria Police and the Department's Incident Support and Operations Centre (ISOC) will also be notified.

Early Departure During the School Day

Students leaving school before the normal dismissal time must be signed out through the Administration Office.

Early departures will be recorded in Sentral.

To ensure student safety:

- parents and carers must collect students from the Administration Office
- students will not be released directly from classrooms
- students may only be collected by a responsible person aged 16 years or over who is listed as a parent/carers or emergency contact
- students will not be permitted to leave the school grounds unaccompanied outside normal dismissal times.

COMMUNICATION

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

- Available on the school website
- Staff induction
- Discussed at staff briefings or meetings, as required
- Reminders in the school newsletter and Sentral

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Digital Technologies - Responsible Use](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

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

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