

July 2025

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# Yard Duty and Supervision Policy



**Muyan**  
Primary School



## YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Muyan Primary School's Administration.

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Muyan 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

Muyan Primary School's grounds are supervised by school staff from 8.20am until 3.20pm. Outside of these hours, school staff are not available to supervise students.

Before and after school hours, dedicated school staff diligently supervise the front entrance of the school premises (central courtyard), hard courts and sports field.

Parents and carers are advised through our newsletter and school assemblies that they should not allow their children to attend Muyan Primary School outside of these hours. Families are encouraged to contact the school administration 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, as soon as practicable, follows 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 consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

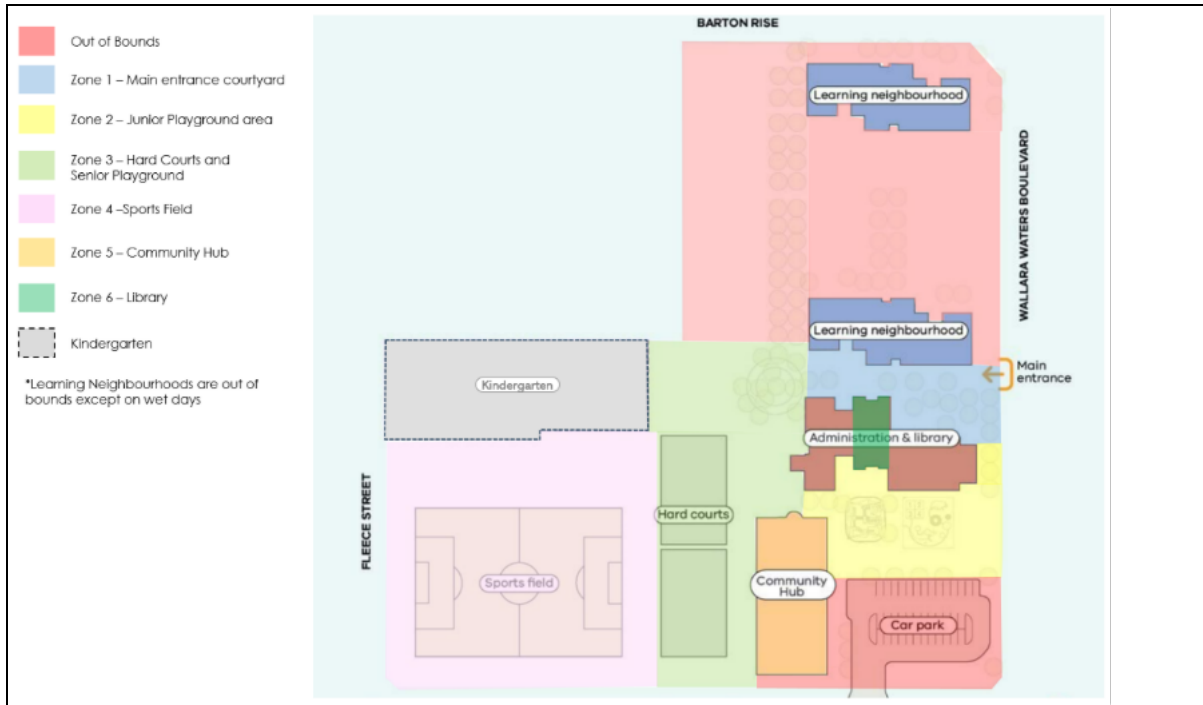
All staff at Muyan Primary School are expected to assist with yard duty supervision and are included in the weekly roster.

The Principal and Assistant Principal are responsible for preparing and communicating the yard duty roster on a regular basis. At Muyan Primary School, school staff are designated a specific yard duty area to supervise.

### **Yard duty zones**

The designated yard duty areas for our school (as at Term 1, 2026) are:

<b>Zone</b>	<b>Area</b>
Zone 1	Main entrance courtyard
Zone 2	Junior Playground area
Zone 3	Hard Courts and Senior Playground
Zone 4	Sports Field
Zone 5	Community Hub
Zone 6	Library
*Learning Neighbourhoods are out of bounds except on wet days	



## 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 staff member. Additional vests are located in the first aid room.
- carry the yard duty first aid bag at all times during supervision. Each staff member is responsible for their own first aid bag. Additional first aid bags are located in the first aid room.
- be familiar with the yard duty information pack containing student health and safety information stored digitally in the staff handbook and a hard copy in the administration office for casual staff. Information contained in this pack may include:
  - Students at risk of anaphylaxis
  - Possible absconders
  - Students with additional physical needs
  - Student with additional social/emotional needs
  - Students with additional medical needs
  - Students with sensory issues
  - Parents who pose a serious risk to safety

Yard duty equipment taken from the first aid room must be returned after the period of supervision or handed to the relieving staff member.



### **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 and remain within line of sight of all students and other yard duty staff
- 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 staff members have their mobile phone in case of emergencies.
- 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 Wellbeing and Engagement policy*.
- 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 Compass).

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), 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 Assistant Principal 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 Assistant Principal 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 use their mobile phone to contact administration and not leave the designated area until a relieving 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 a member of leadership for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

If a student is required to relocate to another classroom, they will be accompanied by a staff member or another student to their destination classroom. The teacher in the destination classroom will contact the student's classroom teacher to confirm that the student is under their supervision.

### 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's [Excursions Policy](#).

### Digital devices and virtual classroom

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

Muyan Primary School ensures appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students are supervised in the library.

### Students requiring additional supervision support

Sometimes students require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate 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 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

- **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. A staff member is on duty during lunch in the library.



- **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.
- **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.
  - 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.
  - Students visiting the bathroom during learning time must take with them a toilet pass
  - The classroom teacher makes a note of when the student/s leave the class and is mindful of how long they are out of class.
  - 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.

## 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 handbook.
- Included as a reference in our school newsletter each term.
- Made available in hard copy from school administration 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](#)
- [Digital Technologies - Responsible Use Policy](#)
- [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 2028 To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter*

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



A close-up photograph of numerous bright yellow mimosa flowers, which have a fluffy, spherical appearance. The flowers are in sharp focus in the foreground and become increasingly blurred as they recede into the background, creating a sense of depth. The overall color palette is dominated by vibrant yellow and soft green.

**Thank you**  
*(Nagujin)*



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