

# Craigieburn Primary School

## Yard Duty and Supervision Policy (Child Safe Standard)



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school principal.

### PURPOSE

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

### SCOPE

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

Craigieburn Primary School's grounds are supervised by school staff from 8:45am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Craigieburn Primary School's grounds will be supervised before school from 8:45am to 9:00am.

In the event of a change in times and areas, parents and carers of Craigieburn Primary School will be informed of the changes.

Parents and carers should not allow their children to attend Craigieburn Primary School outside of these hours. Families are encouraged to contact our Their Care on 1300 072 410 if they need care/supervision before or after school.

If a student arrives before the supervision commences at the beginning of the day, the principal or nominee staff member may 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 available)
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

Parents and carers will be advised through newsletter reminders that they should not allow their children to attend Craigieburn Primary School outside of our supervised hours. Families will be encouraged to contact Their Care on 1300 072 410 or referred to our school website for more information about the before and after school care facilities available to our school community.

## YARD DUTY

All staff at Craigieburn Primary School are expected to assist with yard duty supervision and will be included in the yard duty timetable.

The Assistant Principal (Daily Organiser) is responsible for preparing and communicating the yard duty roster on a regular basis. At Craigieburn Primary School, school staff will be designated a specific yard duty area to supervise.

## YARD DUTY ZONES

The designated yard duty areas for our school are

Area	Area description
Area 1	Foundation, Community Hub, Library
Area 2	Upper Playground
Area 3	Basketball Court and Friendship Seats
Area 4	Sandpit and Canteen
Area 5	Gym and Bridge
Area 6	Oval A
Area 7	Oval B

# Craigieburn Primary School Yard Duty Map 2024



**Area 1** Foundation/Com Hub/Library

**Area 2** Upper Playground

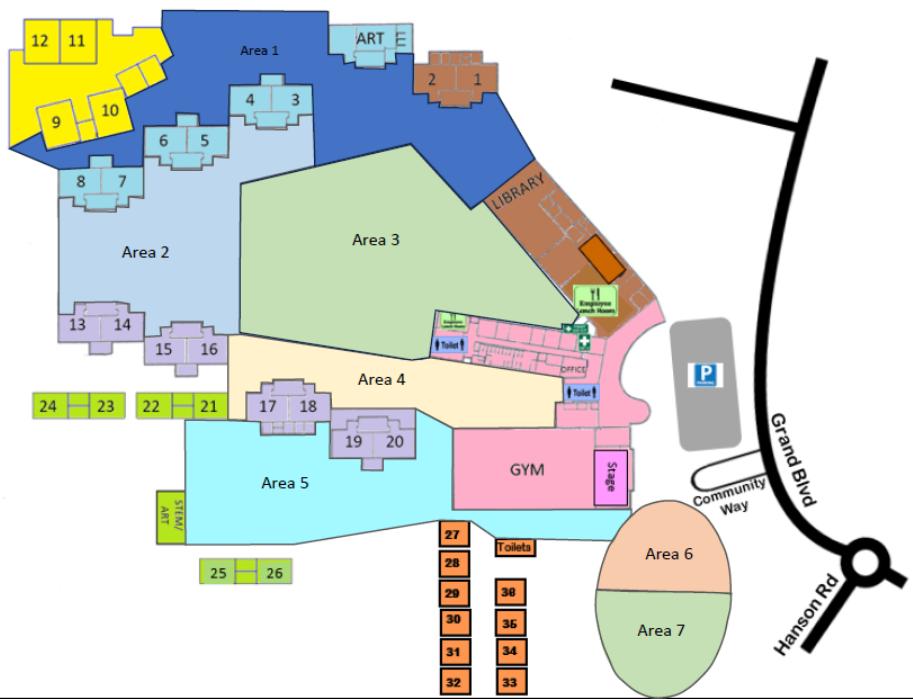
**Area 3** Basketball Court/Friendship Seats

**Area 4** Sandpit/Canteen

**Area 5** Gym/Bridge

**Area 6** Oval A

**Area 7** Oval B



## Legend



First Aid Room

First Aid Kits



Staff Carpark



Toilets



Staffroom

## YARD DUTY REQUIREMENTS

School staff must:

- wear a safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be provided to all staff.
- carry a yard duty first aid bag at all times during supervision. Yard duty first aid bags will be provided to all staff.
- be familiar with the yard duty bag and its contents, including the student medical alert sheet.

School staff must ensure that they have sufficient supplies in their First Aid bag. If First Aid items are needed, the bags must be brought by the staff member to the First Aid officer to replenish stocks. First Aid bags are to be returned to the First Aid officer at the end of the year to be replenished.

## 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 area
- actively supervise students by engaging with them to ensure they are safe and meeting the expectations of our school values

- ensure students remain in their designated areas
- be alert and vigilant
- 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
- 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 and Wellbeing Policy and our School Wide Positive Behaviour system
- report any major or minor student behaviours on Compass
- ensure that students who require first aid assistance receive it as soon as practicable
- as appropriate, report any incidents or near misses to the Principal or Assistant Principal for Edusafe Plus.

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 or front 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 Assistant Principal or front 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 notify the front 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.

### **INCLEMENT WEATHER SUPERVISION**

Alterations to the Yard Duty timetable will be made by the leadership team to ensure that there is supervision of students during days of inclement weather. The above Yard Duty Responsibilities will still apply during Inclement Weather Yard Duty days.

### **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 or the front 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 and will follow the supervision requirements in the Department of Education and Training Excursions Policy.

## DIGITAL DEVICES AND VIRTUAL CLASSROOMS

Craigieburn Primary School follows the Department's [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 nominee 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.

## OTHER AREAS REQUIRING SUPERVISION

Teachers will send students in pairs when students need to move throughout the school during class time. This includes needing to use the toilet and accessing the office.

## COMMUNICATION

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

- Published on our school's website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Made available in hard copy from school office upon request

## FURTHER INFORMATION AND RESOURCES

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

## POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2025
Approved by	Principal
Next scheduled review date	July 2027

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