



Thomastown West Yard Duty and Supervision Policy 2024 - 2026

Thomastown West Primary School's motto is **Together Working on Pathways to Success**. We believe that students can reach their full potential when they are happy, healthy and safe. The Thomastown West learning community is committed to creating and maintaining a positive, safe and supportive environment. By living our values (Respect, Responsibility, Resilience, Empathy and Striving to be our Best), we encourage every child to reach their academic and social potential in an inclusive and innovative learning environment. Our staff also follow these values and understand their duty of care in supervising students during designated school hours and activities



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Thomastown West Primary School on 03 9465 4317 or thomastown.west.ps@education.vic.gov.au.

PURPOSE

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

SCOPE

The Principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

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

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.

BEFORE AND AFTER SCHOOL

Thomastown West Primary School's grounds are supervised by school staff from 7:45am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Thomastown West Primary School currently offers a Breakfast program for students requiring supervision and breakfast before school. This program operates in the school's multipurpose room from 7:45am-8:30am. If students arrive at school prior to 8:30am, they are required to attend Breakfast Club in order to ensure adequate supervision. If children attend Breakfast Club before 8:15am, parents are required to sign the student in using the sign in sheet.

From 8:30am, an allocated staff member is on duty to supervise students in the yard until the 8:45am bell. Students are not permitted to play on the playgrounds or on the basketball courts at this time. All students are required to be in the quadrangle, in between the BER buildings.

Parents and carers should not allow their children to attend Thomastown West Primary School outside of these hours. Families are encouraged to contact the school office on 94654317 or refer to



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<https://theircare.com.au/holiday-programs/thomastown-west-ps-theircare/> for more information about the after school care facilities available to our school community.

Students who are still at school after 3:30pm may be sent to Theircare for supervision, at the cost of the parents.

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 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.

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

YARD DUTY

All staff at Thomastown West Primary School are expected to assist with yard duty supervision and will be included in the weekly and termly timetables.

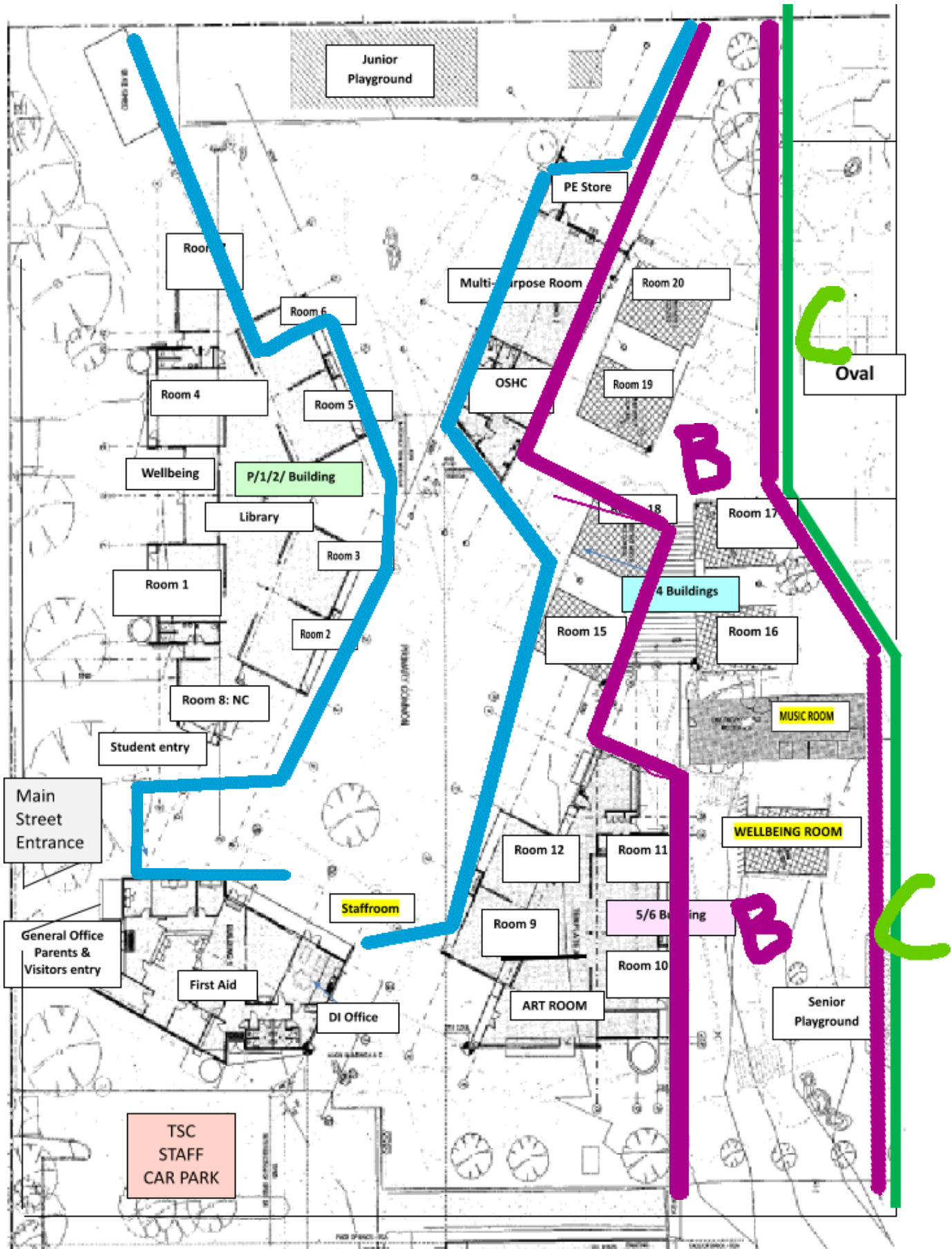
The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Thomastown West Primary School, staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as of Term 1, 2024 are listed below:

| Area | Location Specifics |
|--------|---|
| Zone A | Around P-2 Building, including the quadrangle and P-2 playground |
| Zone B | Around 3-6 buildings, including basketball court and 3-6 playground |
| Zone C | Oval |



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School staff must wear a provided safety/hi-vis vest and carry a Yard Duty bag whilst on yard duty. Safety/hi-vis vests will be stored in the main office, next to the Yard Duty bags.

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

During yard duty, supervising staff must:

- be on time
- methodically move around the designated zone and check in with groups of students and individuals, as well as Education Support Staff members
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- administer basic first aid using materials in Yard Duty bags (tissues, Band-Aids)
- send students to first aid if they require support
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in our *Student Engagement, Wellbeing and Inclusion* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass including required follow up (e.g. Make it Right Club)
- Person who is last on the oval at recess and lunch times, blow whistle and encourage students to leave the oval before the music (11:15am for recess and 2:10pm for lunch), allowing students time to get a drink before lining up and teachers to be at their class while the music is playing and locking up
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), 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.

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 a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a student to the front office and report to the Assistant Principal or Principal and 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.

CLASSROOM

The classroom teacher is responsible for the supervision of all students in their care during class.



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If a student is asked to leave the classroom on an errand or to the bathrooms or drink taps, they are to do so with a classmate. If a student is requested to leave the classroom by the teacher, it is in accordance with our Student Engagement, Wellbeing and Inclusion policy. This includes breaks and consequences for behaviour.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their closest colleague, e.g. the teacher in the adjoining room for assistance. If this is not feasible, the teacher should call the front office and request the assistance of the Assistant Principal or Principal. 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 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 activities. 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 [Excursions Policy](#).

DIGITAL DEVICES AND VIRTUAL CLASSROOM

Thomastown West Primary School follows the Department's [Cybersaftey and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Thomastown West Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site, including extra online programs. In these cases, students will be supervised in view of a teacher.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Engagement, Wellbeing and Inclusion Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

STUDENTS REQUIRING ADDITIONAL SUPERVISION SUPPORT

Sometimes students will require additional supervision, such as students with a 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.

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



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- Included in our staff handbook
- Included as a reference in our school newsletter
- Made available in hard copy from school administration upon request

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.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library:
- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

EVALUATION

This policy was last updated in August 2024 and is scheduled for review in August 2026. This policy will also be updated if significant changes are made to school grounds that require a revision of Thomastown West Primary School's Yard Duty and Supervision Policy.

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| Date Implemented | 2019; 2020; 2024 |
| Author | Principal Assistant Principal TWPS Leadership Team |
| Approved By | Principal |
| Date Reviewed | October 2019; October 2020; October 2024 |
| Responsible for Review | Assistant Principal Principal |
| Review Date | October 2026 |
| References | Victorian Government Schools Policy Advisory Library Supervision of Students |