Huntly Primary School	Yard Duty & Supervision Policy	HUNTLY PRIMARY SCHOOL 306

Help for non-English speakers
If you need help to understand the information in this policy please contact the school office, 54488866

PURPOSE

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

SCOPE

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

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

Before school, 3 school staff members supervise the school yard from 8:30am to 9am.

During lunch breaks, school staff supervise 4 areas. These include the oval, junior playground, senior playground and the hardcourt/basketball areas.

After school, school staff supervise on the corner of Gungurru Rd and Brunel St, the entry/exit gate on Gungurru Rd and at the bus stop for bus travellers.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Huntly Primary School outside of these hours. Families will be encouraged to access After the Bell (97586744) or refer to school webpage 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 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
- 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 for before or after school supervision must follow the processes outlined below.

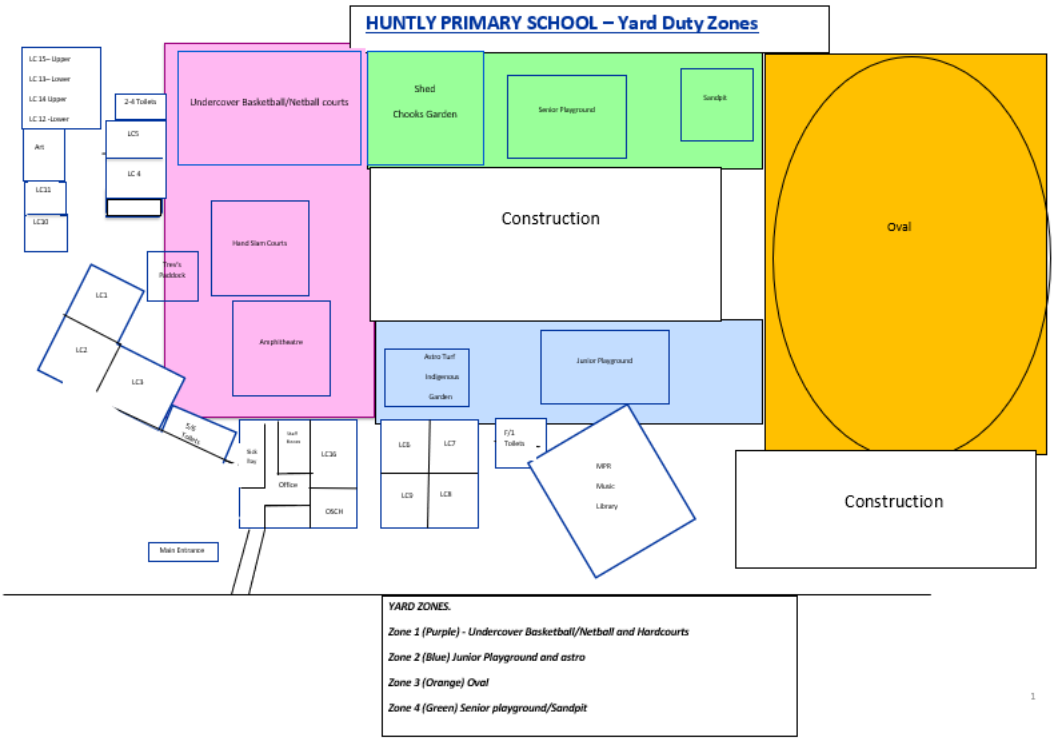
Yard duty

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

The Principal [or leadership team member] is responsible for previewing and communicating the yard duty roster on a daily basis via the Daily Bulletin. At Huntly Primary School, school staff will be designated to a specific yard duty area to supervise.

The designated yard duty areas for our school are

Zone	**Area**
Zone 1	Hardcourt/Basketball Court
Zone 2	Junior Playground Area
Zone 3	Oval
Zone 4	Senior Playground
Other	Alternative Lunchtime Program



School staff must:

Wear a provided safety/hi-vis vest whilst on yard duty. Each staff member has their own safety/hi-vis vest. Part-time staff or CRT's can access hi-vis vests from the staffroom and must return them at the end of the lunch break.

Yard duty responsibilities

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 school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- 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 (excluding drop off and collection periods)
- 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 our school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate onto the Chronicle section of the COMPASS student administrative program.

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 Yard Duty Coordinator 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 yard duty coordinator 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 send a message to the yard duty coordinator, principal or office and not leave the designated area until a relieving staff member has arrived.

Should students require assistance during lunchtimes, 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the office to seek assistance, a neighbourhood class teacher who may be able to assist without compromising their own class. 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 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.

Digital devices

Huntly 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 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, the Alternative Lunchtime Program or during school activities.

Supervision of students 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:

- Discussed at staff briefings or meetings, as required
- Included as a reference in our school newsletter each term
- Made available in hard copy from the school office, upon request

Information for parents and students on supervision before and after school is available on our school website and communicated regularly through the newsletter.

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
  - School Community Work
  - Structured Workplace Learning
  - Supervision of Students
  - Visitors in Schools
  - Work Experience

POLICY REVIEW AND APPROVAL

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