



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the main office.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Hawthorn West 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

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

Parents and carers will be advised through regular reminders on Compass and through the newsletter of the hours that the students will be supervised. Families will be encouraged to contact Teamkids for more information about the before and after school care facilities available to our school community. If a student arrives at school without direct supervision of a parent or carer prior to 8:45am, and is not

booked into Before School Care, the student should attend the Administration Office. 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 student will be taken to the Administration Office at 3:45pm. 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 and the parent consents)
- 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.

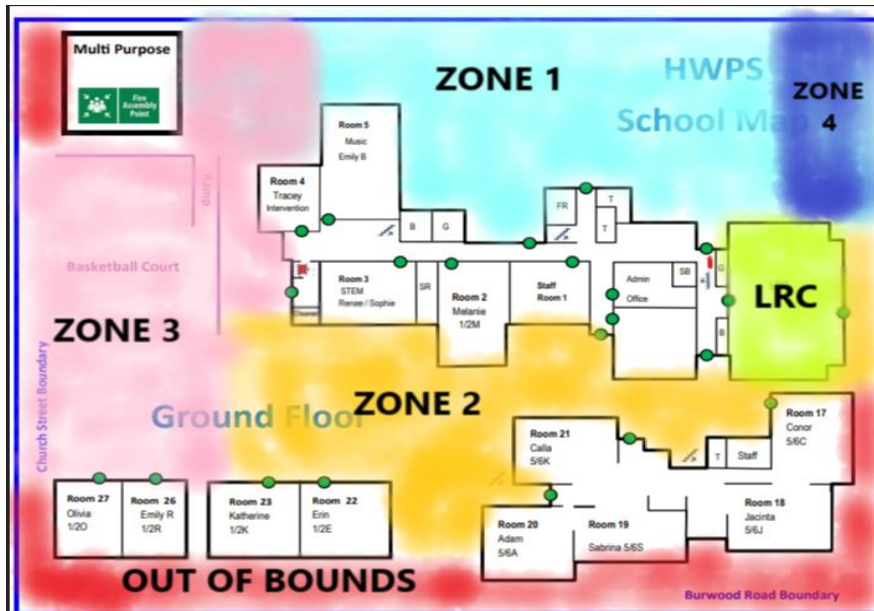
Yard duty

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

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

The designated yard duty areas for our school as at Term 1, 2025 are as follows:

Zone	Area	Time(s)
Zone 1	Junior & Senior Playground	10:40am – 11:10am; 1:05pm – 1:50pm
Zone 2	Asphalt Area outside 1/2 classrooms & outside the LRC	10:40am – 11:10am; 1:05pm – 1:50pm
Zone 3	Sports Field	10:40am – 11:10am; 1:05pm – 1:50pm
Zone 4	Front Gate & Forecourt	8:45am – 9:00am; 3:30pm – 3:45pm
LRC	Library Resource Centre	1:05pm – 1:50pm
Park	St. James Park	1:05pm – 1:50pm



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests should be kept in classrooms. Spare safety/hi-vis vests are stored in the staffroom to be used by CRT teachers who may be taking rostered duty. Staff must carry a yard duty bag kept in the staffroom.

During yard duty, supervising staff must:

- carry the yard duty first aid bag and a mobile phone at all times during supervision
- methodically move around the designated zone ensuring active supervision of all students
- 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
- 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 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 on Compass
- carry their mobile phone in case of emergency
- 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 daily organiser) 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 daily organiser) 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 office/call Assistant Principal (or daily organiser) 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.

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 teacher in the adjacent room if available to supervise their class. If that teacher is not available, then contact a member of the Principal Team for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving. No class should be left unattended or with ES supervision. Class supervision cannot be delegated to an ES, pre-service teacher, parent helper, volunteer, etc.

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 and virtual classrooms

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

Hawthorn West Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in an appropriate classroom or common area.

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

- student attendance will be monitored via Compass
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – as outlined in Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures.

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 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.

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.

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
- Included as a reference in our school newsletter
- Available to the community via Compass
- Be available on the school website
- 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 regularly in our school 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](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2026
Approved by	Principal Nerida Smith
Next scheduled review date	March 2028

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