



SPRING GULLY PRIMARY SCHOOL

YARD DUTY & SUPERVISION

POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school 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 Spring Gully 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

Spring Gully 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.

- From 8:30am, students are directed to either the front of the school or to the Lower Oval, where a teacher provides supervision.

- At the conclusion of the school day until 3:45pm, students are required to wait to be collected by their parent/carer at the front or back of the school, where a staff member is providing supervision. Students not collected at the back of the school by 3:30pm will be escorted and by the supervising teacher to the teacher on duty at the front.
- Students catching the school bus are required to be at the front of the school.

Students attending After School Care are required to go straight to the Manya Building at 3:15pm from their classrooms. Camp Australia staff conduct a roll to ensure all students who are booked-in are present, shortly after this time.

Parents and carers will be advised via the school newsletter that they should not allow their children to attend Spring Gully Primary School outside of these hours. Families will be encouraged to contact Camp Australia for more information about the before and after school care facilities available to our school community. Camp Australia include information for families regularly in the school newsletter.

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 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 Spring Gully 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 Spring Gully Primary School, school staff will be designated a specific yard duty area to supervise. Details of the roster are communicated to teachers at staff meetings and via Compass.

Students leaving school premises

Students may only leave the school premises during recess or lunch time if they have been signed out by an authorised adult at the office or if permission has been provided by an authorised adult for the student to attend a supervised school event or activity. In this case, adequate supervision is provided by the school.

Yard Duty Zones

The designated yard duty areas for our school during recess and lunch time (as at Term 2, 2026) are as follows:

'The Hub' – encompassing the amphitheatre and asphalt area, as well as the ramps that lead to the 3/4 buildings

Front- supervision of front playground, the area around 1/2 portables and along the front of the school between the fence and junior school building.

Middle – the basketball court, 3/4 portables, chickens and garden area, 3/4 building and 3-6 toilets.

Lower Oval- the oval adjacent to Spring Gully Road and the surrounding banks on both sides of the oval.

Top- the upper level playground equipment, soccer pitch, tree areas.

'Open Art Room' – the Art Room will be opened during recess.

Recess Clubs – take place in different locations across the school determined by the nature of the club being offered.

Yard Duty Equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.
- carry the yard duty first aid bag at all times during supervision.
- carry a mobile phone or school walk-talkie
- be familiar with the yard duty high risk student health and safety information

Safety/hi-vis vests and bum-bags are stored in each classroom

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 staff must:

- methodically move around the designated duty area
- 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)
- ensure students remain in their designated year level zones
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards (SWPBS) and implement appropriate consequences for breaches of safety rules
- ensure that students who require first aid assistance receive it as soon as practicable
- be familiar with the yard duty information contained in the bum-bag which includes student health and safety information
- log any incidents or near misses as appropriate on Compass
- only use their mobile phone if required to communicate with another staff member of the office
- call the Principal or Assistant Principal immediately if they are concerned about extreme or unsafe behaviour of student or any other safety related issue.

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 a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should contact the Assistant 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.

Education Support Staff Yard Duty

Education Support staff will be rostered on to provide support to individual students during recess or lunch. These students are identified by the Principal and Assistant Principal and are students who generally find the outside breaks challenging. In most cases, these individual students have a Safety Plan in place which describes potential behaviours which could pose a safety risk to themselves or others.

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 colleague, the Principal or Assistant Principal 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 requirements in the Department of Education [Excursions Policy](#).

This policy is to be read in conjunction with the school's 'Duty of Care' and 'Camps and Excursions' policies.

Digital devices and virtual classroom

Spring Gully Primary School follows the department's [Digital Technologies - Responsible Use policy](#) with respect to supervision of students using digital devices.

Spring Gully Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. 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 Wellbeing and Engagement 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 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.

Other areas requiring supervision

Open learning spaces: Students working in open spaces within buildings, such as in the Junior Library, 3/4 shared space or 5/6 (BER) building, will be supervised adequately by staff responsible.

Specialist class transitions: Specialist teachers will hand classes over to classroom teachers or other specialist teachers when transitioning between classes. Specialist teachers will walk with students back to their classroom or to an agreed location for handover.

Toilets: when students need to use toilets located outside the building in which their classroom is situated, they will be accompanied by a friend.

COMMUNICATION

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

- Available publicly on our school's website - <https://www.sgps.vic.edu.au/>
- Available in the Staff Shared Google Drive Policies folder.
- Discussed at staff briefings/meetings as required
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Digital Technologies - Responsible Use](#)
 - [Duty of Care](#)
 - [Excursions](#)

- [Supervision of Students](#)
- [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2026
Approved by	Principal (endorsed by School Council).
Next scheduled review date	July 2028

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