



YARD DUTY AND SUPERVISION POLICY

Ringwood Heights Primary School

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 Ringwood Heights 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.

POLICY

Before and after school

Ringwood Heights Primary school grounds are supervised by school staff from 8:40am – 8:55am and 3:30 - 3:45pm. Outside of these hours, school staff will not be available to supervise students. Families will be notified on a regular basis (through newsletters) of supervision times.

Supervision will occur around school gates and classroom entry points. Students arriving at school are expected to remain in these areas before classrooms open at 8:45am.

Parents and carers should not allow their children to attend outside of these hours. Families are encouraged to contact Outside of School Hours Care (OSHC) at <https://www.ringwoodheights.vic.edu.au/ohsc> 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 this be monitored and followed up accordingly.

Extra-curricular activities before school will be supervised where appropriate.

If a student is not collected before supervision finishes at the end of the day, the student will be supervised in the school office and:

- 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 Families, Fairness and Housing (DffH) (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.

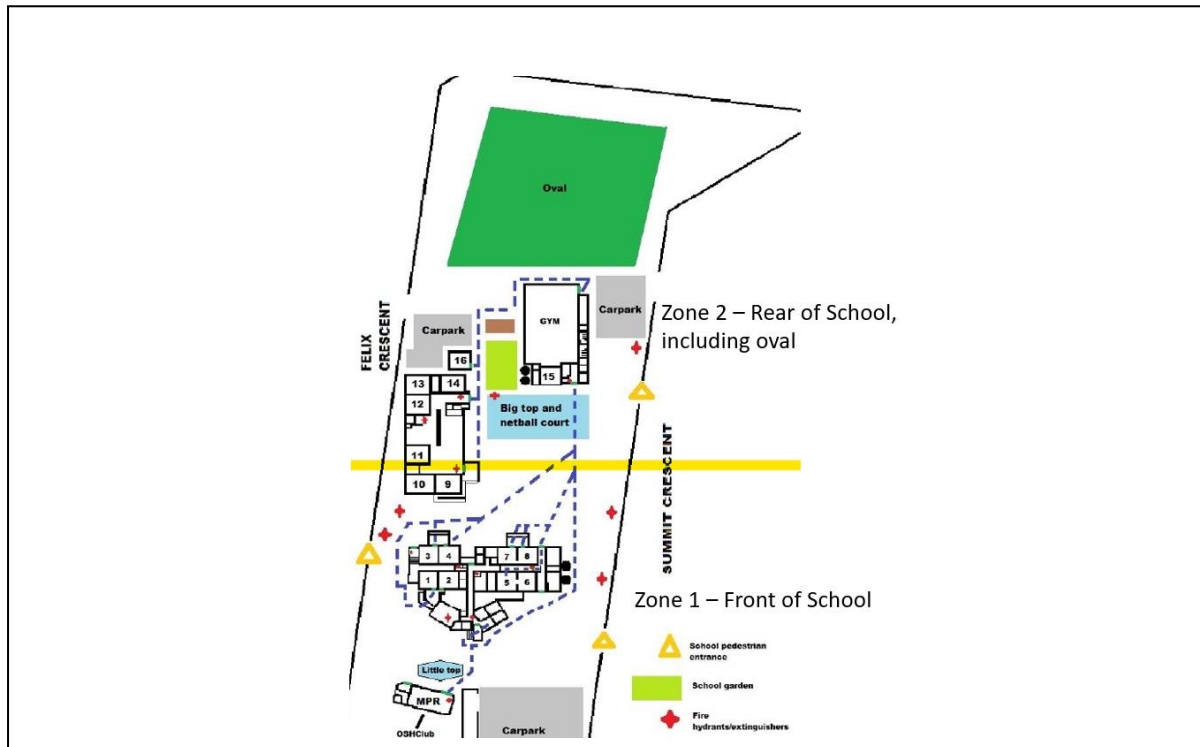
Yard duty

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

The yard duty areas for our school (as at Term 1, 2024):

Staff are expected to monitor supervision of the yard, ensuring that each zone is covered appropriately.

Zone	Area
Front of school – Zone 1	Marbles, Prep Playground, Tiny top, taps courts, middle arena
Back of school – Zone 2	Middle arena, senior playground, oval



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Extra/ spare safety/hi-vis vests will be stored in Learning to Learn room with a small first aid bag.

During yard duty, supervising staff must:

- be alert and vigilant and actively supervise students
- 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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in incidence documents (e.g. information management system – Compass and/or EduSAFE)
- 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, when required.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the team leader or 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 their team leader or 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 message to the office and not leave yard duty 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a team leader/Assistant Principal for assistance. The teacher should then wait until another teaching 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 special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)



REVIEW CYCLE

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