

JAMIESON PRIMARY SCHOOL
YARD DUTY AND SUPERVISION POLICY



Reviewed by: Principal	Approved by: Principal	Last review date: 02/2026
Consultation:		Next review date: 02/2027

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at *Jamieson 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

Jamieson Primary School's grounds are supervised by school staff from 8.30am until 3.30pm. Outside of these hours, school staff will not be available to supervise students. However, a supervised Breakfast Club is conducted each day at 8.00am and after school supervision can be arranged upon request and depending on staff availability.

Before and after school, staff supervise the east entrance to the school and the interior of the school building.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Jamieson Primary School outside of these hours.

If a student arrives at school before Breakfast Club or 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 or has not arranged after school supervision, 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 Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Jamieson Primary School are expected to assist with yard duty supervision.

The principal is responsible for preparing and communicating the yard duty arrangements on a regular basis. At Jamieson Primary School, school staff will be designated either an eating time or a play time to supervise every day at recess and lunchtime.

Yard duty zones

The designated yard duty areas for our school are the classroom, the lunchroom and the school grounds. The lunchroom is where the students have their eating time at recess and lunch. The grounds are where students have their play time.

The arboretum is out of bounds as is the emergency access road.



Yard duty responsibilities

The Principal and the Classroom Teacher who are rostered for yard duty must remain in the designated area for the duration of their allocated time.

During yard duty, supervising school staff must:

- methodically move around the school grounds during play time
- carry the Yard Duty bag and a mobile phone
- be alert and vigilant
- ensure that all students are confined to the same area so that students are in view for supervision purposes
- 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 policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Sentral.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the 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 principal but should not leave the designated area until the relieving staff member has arrived in the designated area. They 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 duty until then.

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 child is asked to leave the classroom, the teacher will escort them to the office door which adjoins the classes and alert the office administration personnel member to take responsibility for the student.

If a teacher needs to leave the classroom unattended at any time during a lesson, they will first contact the office staff member and ask that they locate a suitable replacement teacher to relieve them. 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 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](#).

Digital devices and virtual classroom in the event of a lockdown

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

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

- student attendance will be during daily check ins
- any wellbeing or safety concerns for the student will be managed in accordance with our 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.

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.

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
- Placed on our school's website for parent reference

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 year in our school newsletter.

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](#)

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