



Meadow Heights Primary School

Achieving the potential of all learners.



MHPS Yard Duty & Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 03 9305 2033.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Meadow Heights 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.

Before and after school

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

Parents and carers will be advised through our school website and regular reminders in our newsletter, that they should not allow their children to attend Meadow Heights Primary School outside of these hours. Families will be encouraged to contact the school office on 03 93052033 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 Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Meadow Heights Primary School are expected to assist with yard duty supervision and will be included in the termly year duty roster.

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

PLAYING SAFELY

Students when playing together will share equipment and space, invite others to join them, respect each other's personal space, work together to solve disagreements, negotiate rules for games, stand up to bullies, and not watch a problem but be part of the solution.

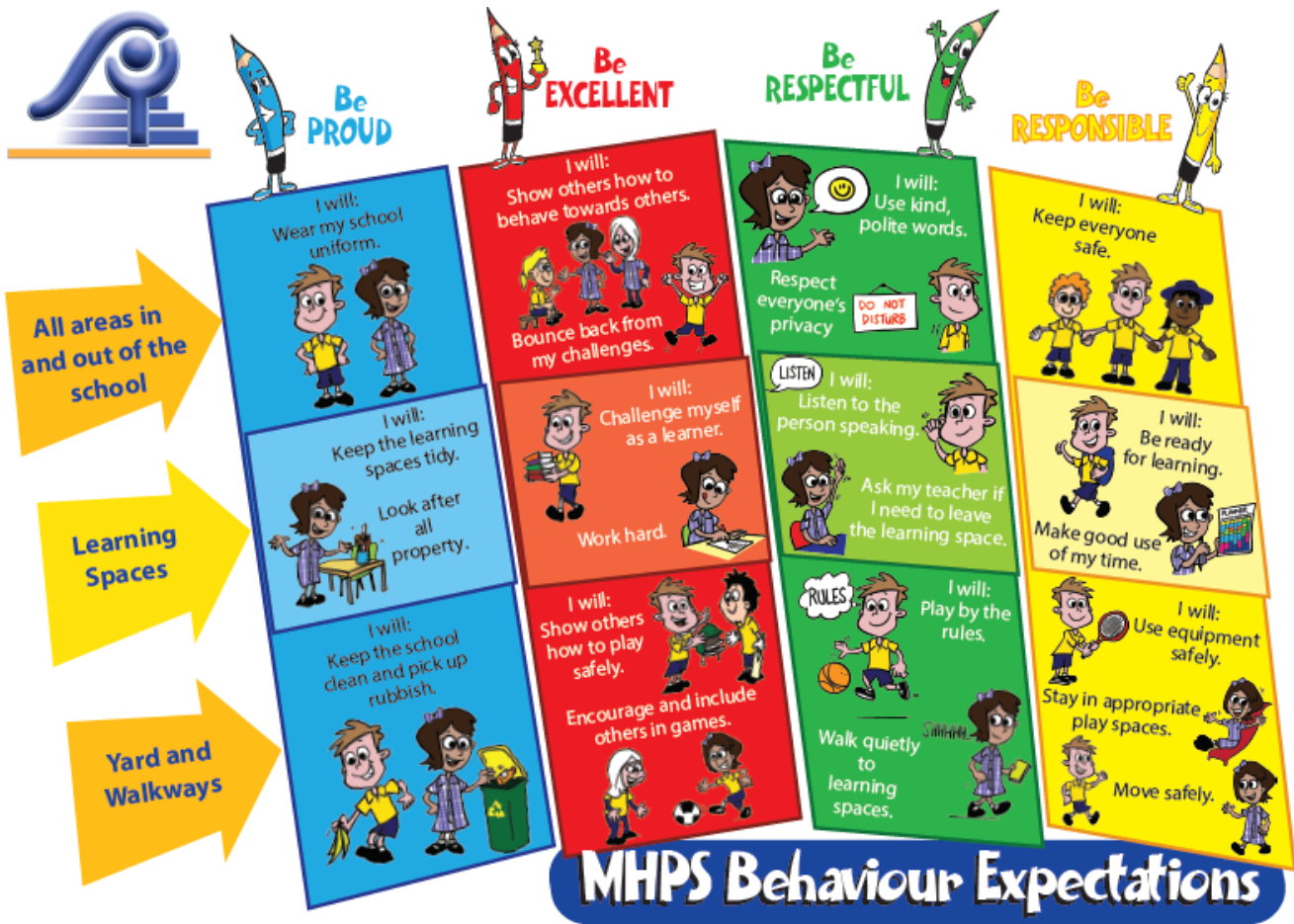
- The school ground is supervised from 8:50 am until 3:30 pm.
- All Students must stay within the school ground from 8:50 am until 3:20 pm.
- All students are to start the school day in their Home Group Space at 8:50 am.
- All students and staff are to wear a SunSmart hat when outside in the school ground from the beginning of September to the end of April. NO HAT NO PLAY!
- All students will engage in positive sensible play.
- All pathways and covered areas are for walking and passive play.
- Kicking balls on both basketball courts is not permitted.
- All playground equipment is banned before and after school.
- All students are to eat in the main courtyard area.
- Organized kicking games (no tackling allowed) only to be played on the Back Grassed and synthetic grassed areas (Back Oval).
- Area 5 to be used only by the Prep, Grade 1's and 2's only but not beyond the sheltered area.

DESIGNATED PLAY AREAS:

	Prep	Grade 1/2	Grade 3/4	Grade 5/6
Play Equipment at the Front of Car Park	✓			
Sand Pit at the front of the school next to ELC	✓	✓		
Play Equipment near the Basketball Ovals	✓	✓	✓	✓
Play Equipment on the edge of the Synthetic Oval – Small yellow and red one	✓	✓	✓	✓
Play Equipment on the edge of the Synthetic Oval – Big Blue one	✓	✓	✓	✓
Sand Pit on the end of the Synthetic Oval	✓	✓	✓	✓
Synthetic Oval	✓	✓	✓	✓
Back Grassed Area (Back Oval)	✓	✓	✓	✓

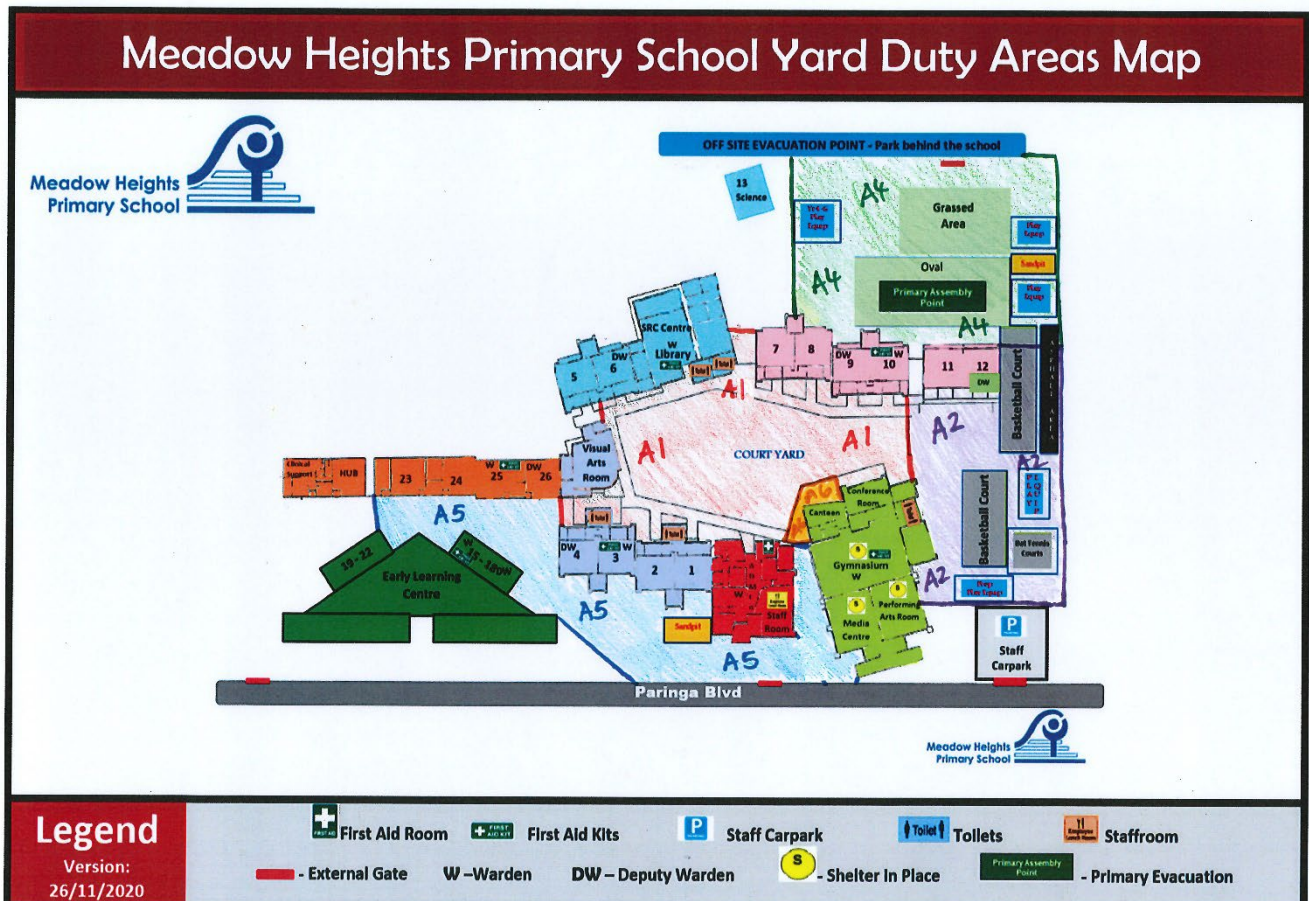
RESTRICTED PLAY AREAS

- Any temporary designated unsafe areas.
- All door entries.
- The pathway between the front gate and the front entrance.
- The car park.
- The outer boundary fence line of the Learning Centre (LC), the Back Lane Area and the Kindergarten fence.
- The area behind room 31.
- Front of the school between front fence and ELC buildings.



Yard duty zones

The designated yard duty areas for our school:



Yard duty equipment

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Each teaching staff member has their own safety/hi-vis vest. Spare safety/hi-vis vests will be stored in the staff room.

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 school staff must:

- methodically move around the designated zone
- 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 policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on incident management system

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 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 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 their teaching partner or team leader 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.

Digital devices and virtual classroom

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

Meadow Heights 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 designated classrooms.

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

- student attendance will be monitored by classroom teacher or school attendance officer.
- 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.

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 in our staff handbook
- 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 at the beginning of each term 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	April 2022- Reviewed 2024
Approved by	Principal
Next scheduled review date	March 2026

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