



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school administration office on (03) 5782 1268 or via kilmore.ps@education.vic.gov.au

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Kilmore 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

Before school hours: The school gates will be unlocked for students by staff at 8.30am and school grounds are supervised by staff between 8:30am to 8.50am. The staff car park will be locked at 8.30am.



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On days where Breakfast Club is facilitated, the Lancefield Road gate will be open from 8.15am with staff supervising students entering the school environment.

After school hours: Education Support Staff supervise students exiting the school at the access gates on Sutherland St, Lancefield Rd and Railway Ct from 3:00 pm until 3:25 pm. Students who have not been picked up by 3:25 pm are to wait at the office while administration staff make contact with parents/carers.

Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents and carers will be advised through the school website, with regular reminders in the school newsletter that they should not allow their children to attend Kilmore Primary School outside of these hours. Families are encouraged to contact **TeamKids Out of School Hours Care** on 0423 623 410 or via email on KilmorePS@teamkids.com.au 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
- 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 Kilmore Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. The Assistant Principal (Teaching and Learning) is responsible for preparing and communicating the yard duty roster on a regular basis. At



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Kilmore Primary School, school staff will be designated a specific yard duty time and area to supervise.

Duty Allocations

Staff are allocated to yard duty based on the below times:

Yard time	Time period
Recess	1 st half of recess: 10:50am-11:05am 2 nd half of recess: 11:05am-11:20am
Lunch	1 st half of lunch: 1:30pm-1:50pm 2 nd half of lunch: 1:50pm-2:10pm

Yard duty zones

The designated yard duty areas for our school (as at Term 4, 2022) are:

Designated yard area codes	Area
Quiet Area	Play space between the grade 2 and foundation buildings and play space between grade 2 portables
B/F-2 Playground	Basketball Courts, Toilets and F-2 playground
Astroturf	Astroturf
O/S/3-6 Playground	Oval, Sandpit and 3-6 playground



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Yard duty equipment

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the classrooms. Spare hi-vis vests can be found in the staffroom.
- Carry the yard duty folder and first aid bag at all times during supervision, which will be stored in the photocopy room
- Be familiar with the yard duty information pack containing student health and safety information stored in the yard duty folder
- Carry the yard duty walky-talky, or keep your mobile phone on you in case of emergencies

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

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 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 (excluding drop off and collection periods)
- Ensure students remain in their designated year level zones
- Be alert and vigilant to support the safety of 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 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

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's 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 contact the school office via phone or by sending a message with a student, 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 and/or specialist teacher is responsible for the supervision of all students in their care during class hours. If a child is asked to leave the classroom, they should have two other students or a non-teaching staff member walk with them to their destination.

Teachers will follow the Kilmore Primary School Classroom Behaviour Management Process to determine if a child is to leave the classroom. For repeated minor behaviours, students will be directed to another classroom, where they can be supervised by that classroom teacher. For major behaviours or refusal to leave when asked, the teacher will refer the child to leadership. Refer to the [Student Wellbeing and Engagement Policy](#) for more information.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the teacher next door, if applicable, or contact the 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 and Training [Excursions Policy](#).

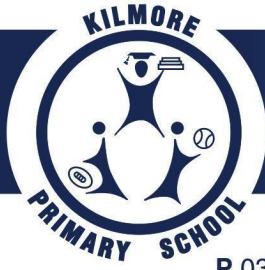
Digital devices and virtual classroom

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

Kilmore 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 the library or office area, where appropriate.

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

- Student attendance will be monitored via student interaction on Google Classroom or parent contact via email.



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- Any wellbeing or safety concerns for the student will be managed in accordance with our [Child Safety Responding and Reporting Obligations Policy and Procedures](#).

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disabilities 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 and Critical Incident Management Plan](#), found on the school website: [School Policies](#), 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

Students may only use the library during their class session with their teacher, or during lunch time when 'quiet reading' is being held under supervision of a staff member. The library may also be used as a breakout area for students with additional needs, under supervision of Education Support Staff.

Recess and lunchtime wellbeing activities held in learning space must be always supervised by staff and the Assistant Principal is responsible for allocating yard duty times to these initiatives.

If students need to use the bathroom during class time, they are expected to go in pairs. In some circumstances, arrangements may be made for students to use the sick bay toilet, or teachers to determine that groups of three are more appropriate than pairs.

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 and "The Kilmore Way" Staff Manual



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- Included as a reference in our school newsletter each term (*See Appendix 1*)
- 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 following [School Policies](#) are also relevant to this policy:

- *KPS Bullying Prevention Policy*
- *KPS Child Safety and Wellbeing Policy.docx*
- *KPS Statement of Values and School Philosophy*
- *KPS Student Wellbeing and Engagement Policy*
- *KPS Visitors Policy*
- *KPS Volunteer Policy*

The following Department of Education and Training policies and guidance are relevant to this policy:

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

The Principal is responsible for reviewing and updating this policy every two years.

Policy last reviewed	December 2022
Approved by	Principal
Next scheduled review date	December 2024

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



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APPENDIX 1: BEFORE AND AFTER SCHOOL SUPERVISION PARENT NOTIFICATION

Student safety at Kilmore Primary School is our highest priority and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.

Before school: School grounds are supervised from 8:30 am in the central area that includes the Astroturf. The school gates will be unlocked for students and the staff car park will be locked at 8:30am.

After school: Education Support Staff supervise students exiting the school at the gates on Sutherland St, Lancefield Rd and Railway Ct from 3:00 pm until 3:30 pm. Students who have not been picked up by 3:30 pm are to wait at the office while administration staff make contact with parents/carers.

Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending before or after school care, or a pre-arranged supervised activity (i.e. sports practice).

Families are encouraged to contact **TeamKids Out of School Hours Care** on 0423 623 410 or via email on KilmorePS@teamkids.com.au for more information about the before and after school care facilities available to our school community.

For a copy of our school's *Yard Duty and Supervision Policy* ([School Policies](#)) or if you would like any further information about our student supervision arrangements, please go to the school's website: <https://www.kilmoreps.vic.edu.au/> or contact the school office on 0357821268 or kilmore.ps@education.vic.gov.au. This policy includes Kilmore Primary School's student supervision arrangements across the school day, including before and after school.