

Active Supervision (Yard Duty) Policy

Purpose

To ensure school staff understand their supervision and Active Supervision (yard duty) responsibilities.

Scope

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

Mackellar Primary School grounds are supervised by school staff before school from 8.50am until 9.00am and after school from 3:30 until 3:40pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Mackellar Primary School outside of these hours. Families are encouraged to contact TheirCare on 1300 072 410 or refer to <https://theircare.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 may, 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 may 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)
- contact Victoria Police and/or the Department of Health and Human Services (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 responsibilities

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

The principal or assistant principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Mackellar Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school from Term 1, 2022 are attached to this policy:

Area	Active Supervision locations for recess and lunch times
Area 1	Basketball courts, playgrounds and surrounds, shade shelter area, all courtyard areas close to buildings (rooms 6, 7, 3 and 4).
Area 2	Canteen and playground near the canteen
Area 3	Oval, sandpit and rotunda

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are provided to staff and replacement teachers are given a vest that is stored in the cupboard in the corridor opposite the school's main office.

Teachers who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- actively and methodically move around the designated zone to ensure that all areas are within line of sight to at least one yard duty teacher at a time
- be alert and vigilant and promote positive behaviours with the school's Buzz Awards (for demonstrating school values)



- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- 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)
- 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 XUNO
- ensure that a brief but adequate verbal 'handover' is given, and staff leave the area only when relieved by another staff member
- 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 office and/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 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.

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 another teacher or member of the leadership team for assistance. The teacher should then wait until another teacher 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).



Digital devices and virtual classroom

Mackellar Primary School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices. Mackellar 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 an open, common area in The Hive or library.

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

- student attendance will be monitored daily
- 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.

Communication

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

- Available on our school's website
- Included in staff induction processes and staff training
- Included in our staff handbook
- Included in our parent handbook
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in our school newsletter
- Discussed at student forums
- Made available in hard copy from school administration upon request.

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](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)



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

Policy review and approval

Policy last reviewed	October 15 th , 2024
Approved by	Principal
Next scheduled review date	November 9th, 2026
This policy will also be updated if significant changes are made to school grounds that require a revision of Mackellar Primary School's yard duty and supervision arrangements.	

