



# Newbury Primary School

## Yard Support and Supervision Policy



### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Newbury Primary School on 03 8691 6900 or [newbury.ps@education.vic.gov.au](mailto:newbury.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 Newbury 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

Newbury Primary School's grounds are supervised by school staff from 8.45am-9.00am and 3.10pm-3.25pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be available to supervise the gates on Grand Boulevard, Newbury Boulevard and Domain Way at the rear of the oval.

Parents and carers are not to allow their children to be in attendance at Newbury Primary School outside of these hours. Families are encouraged to contact TheirCare for more information about the Out of School Hours Care facilities available to our school community. This information is available on the school website

[www.newburyps.vic.edu.au](http://www.newburyps.vic.edu.au)

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 the out of school hours care program provided by TheirCare
- 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 support

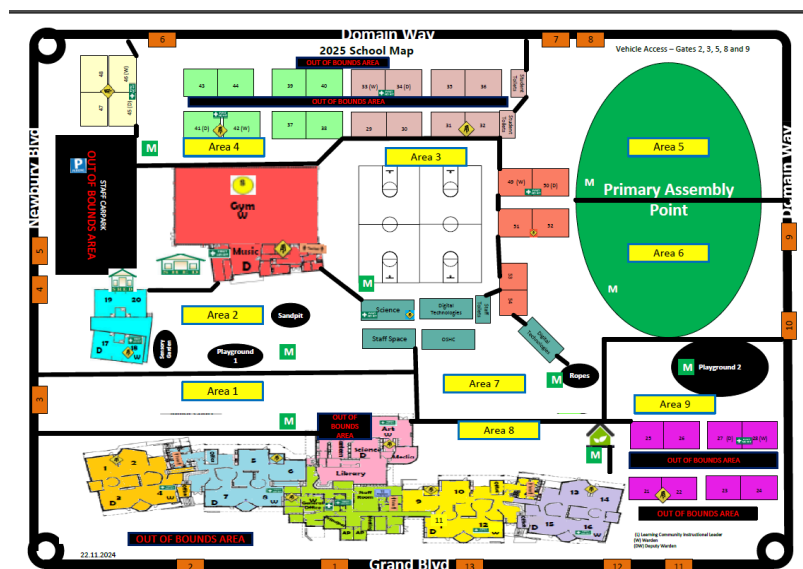
All staff at Newbury Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

### Yard Support Zones

The designated yard support areas for our school are:

Area	Place
Area 1	Gate 3 Walkway, Kitchen Garden
Area 2	Playground 1, Specialist courtyard, Sandpit area
Area 3	Basketball courts
Area 4	Senior relocatables
Area 5	Top half of oval
Area 6	Bottom corner of oval
Area 7	Playground 2, ropes and slides area
Area 8	Downball court area
Area 9	Playground 3



## **Yard support equipment**

School staff must:

School staff must wear a provided high visibility vest whilst on Yard Support. High visibility vests and care bags are stored outside the First Aid Room.

Staff who are rostered for yard support must remain in the designated area until they are replaced by a relieving teacher or until the designated break has ended indicated by the bell or at 3:25pm.

## **Yard support responsibilities**

Staff who are rostered for yard support must remain in the designated area until they are replaced by a relieving staff member.

During yard support supervising 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 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 Sentral
- if being relieved of their yard support shift by another staff member, 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
- 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)

If being relieved of their yard support 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 support at the designated time, they should arrange a swap with another staff member and notify the Attendance Support Officer. If this is not possible, they need to contact a member of the Education Executive with as much notice as possible prior to the relevant yard support shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard support during the allocated time, they should contact the office 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 support, the staff member currently on support 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 support 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 member of the Education Executive for assistance. The teacher should then wait until another 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 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

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

### 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

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on 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	7th February 2025
Approved by	Principal
Next scheduled review date	February 2027

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