



# FERNTREE GULLY NORTH PRIMARY SCHOOL YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact Ferntree Gully North Primary School.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Ferntree Gully North PS 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, on school excursions, 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, time and places.

Supervision should be undertaken in a way that identifies and mitigates risks to child safety

### Before and after school

Ferntree Gully North PS' grounds are supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff will not be available to supervise students.

Before school staff will monitor outside classrooms on artificial turf – outside 3/4 area and in the junior area entrance of the school.

Parents and carers should not allow their children to attend Ferntree Gully North PS outside of these hours unless supervised by families. Families are encouraged to contact Their Care on 1300 072 410 or contact the school office 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 our out of school hours care program at 4.00pm (if they have signed up to Their Care)
- contact Victoria Police and/or the Department of Families, Fairness and Housing (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**

All staff at Ferntree Gully North PS are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal/Assistant Principal, or their nominee, is responsible for preparing and communicating the yard duty roster on a regular basis. At Ferntree Gully North PS, staff will be designated a specific yard duty area to supervise.

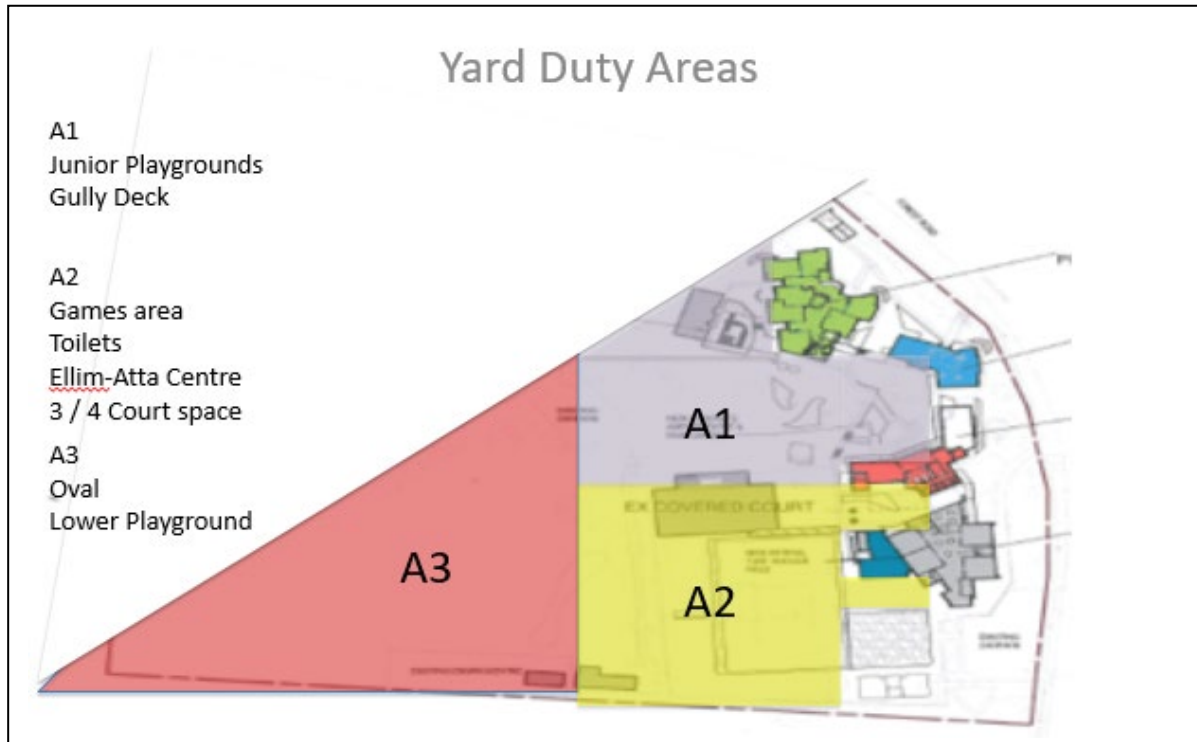
The designated yard duty areas for our school are:

A1 - Junior area, Gully, Max Bowman playground and Multi purpose room deck

A2 - Artificial turf area, Basketball court, outside 3/4 portables

A3 - Oval and lower playground

<b>Zone</b>	<b>Area</b>
A1	Junior area, Gully, Max Bowman playground and Multi purpose room deck
A2	Artificial turf area, Basketball court, outside 3 /4 portables
A3	Oval and lower playground



School staff must wear a provided safety/hi-vis vest and carry a first aid bag whilst on yard duty. Safety/hi-vis vests / first aid bags will be stored in the office building area.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. Supervising teachers must be familiar with the yard duty information pack in the first aid bag and be familiar with information relating to student health and safety indicators kept with first aid bags including safety plans, allergy plan and anaphylaxis plans.

During yard duty, supervising staff must:

- methodically move around their designated zone ensuring active supervision of all students (see map above)
- where safe to do so approach any unknown visitor who is observed on school grounds without a clear, legitimate purpose, and ensure they have signed in to the office and have shown any relevant documentation
- 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 our 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 through the office protocols and where necessary send students to the office with a first aid ticket so they can be attended to and recorded.



If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), 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.

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. Staff are required to carry their mobile phones on yard duty to facilitate calls to the office or appropriate emergency services.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Assistant Principal or 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 duty, the staff member currently on duty should send a message to the office/call the Assistant Principal, and not leave the designated area until a replacement staff member has arrived.

Students requiring assistance during recess or lunchtime 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 their Year Level Coordinator for assistance or if unavailable, contact the Assistant principal. 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 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 Excursions Policy.

### **School Sport Victoria Events**

For events organised by School Sport Victoria involving small number of students from individual schools such as individual competitors in district, division, regions or state competitions, schools may consider allowing parents to be responsible for supervision to and from the event, and during the event when supervision is not managed by the event staff. In these circumstances, the schools must:

- Clearly communicate with the parents/carers of the students attending the event that no school staff will be attending the event and parents/carers must comply with directions from the event coordinators/event staff



- Provide full event details to the parents /carers as provided to the school
- Ensure parent/carers are aware that they are responsible for supervision arrangements for their children travelling to and from the events, and during the event, if applicable.

## Digital devices

Ferntree Gully North PS follows the School's Digital Learning Internet Social Media and Digital Devices 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 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.

## 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
- Made available in hard copy from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  1. [Duty of Care](#)
  2. [Child Safe Standards](#)
  3. [Visitors in Schools](#)
  4. [Camps and excursions Policy](#)
  5. [Volunteer policy](#)
  6. [Digital Learning / Internet, Social media and Digital devices Policy](#)

## REVIEW CYCLE

Policy last reviewed	July 2026
Approved by	Principal
Next scheduled review date	July 2028

This policy will also be updated if significant changes are made to school grounds that require a revision of this policy.