

Williamstown North Primary School

Yard Duty & Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Williamstown North Primary School (03) 9397 5722

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Williamstown North 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

Williamstown North Primary School's grounds are supervised by school staff from 8:50am until 3:40pm. Outside of these hours, school staff will not be available to supervise students.

Primarily, this supervision is undertaken by staff members within the school grounds. Due to higher numbers of parents also being present in the school yard, the number of staff supervising students is very low.

Parents and carers will be advised through notification on our school website, regular reminders in our newsletter, and via Compass Newsfeeds, that they should not allow their children to attend Williamstown North primary School outside of these hours. Families will be encouraged to contact the Administration Team on (03) 9397 5722 or refer to the school [website](#) 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/carers to:

- advise of the supervision arrangements before school
- request that the parent/carers 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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff, Education Support and Classroom Teachers, at Williamstown North Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal/ Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Williamstown North Primary School, staff will be designated a specific yard duty area to supervise

Students leaving school premises

[The principal is responsible for approving any request for a student to leave the school premises, including during recess and lunch times. Students under 18 must have written permission from a parent or guardian. If a student needs to leave the premises, they are required to be signed out via the Compass kiosk, by a parent or guardian.

Yard duty zones

The designated yard duty areas for our school as at Term 1, 2025 are:

Zone	Area
Area A	the space at the front of the school, on Melbourne road.
Area 1 Junior Playground	Area 1: Includes the junior playground, sandpit, and area between the Prep building and Year 1 classrooms. Area 2: Includes the 'green space,' chess board, and pathways in front of the Junior Playground
Area 2 Junior Front	
Area B - GF	The space behind the Junior Learning Centre, including the astro-turf and the garden beds along the boundary fence, along Burgoyne Lane.
Area 3 - Greenfield	
Area B - PLAY	The large play equipment surrounding the eating tree at the back of the school, along Burgoyne Lane, including the asphalt area and basketball court in front.
Area 4 - Senior Playground	
Area C	Seating area in the front of the canteen and smalls area in front of room 25, the basketball court and "Tasmania" (artificial turf area), walkway from room 26 to 33 and the peppercorn tree area between room 33 and the two storey buildings.
Area 5 - Tasmania/ Canteen	

Area 6 - Gymnasium	Year 5 and 6 students, participating in the Lunch time League sports competition, inside the gym
Area 7 - Butterfly Room	A quiet, indoor space for students requiring sensory regulation and/ or play equipment like lego, weighted blankets and toys etc.
Area 8 - Library	A quiet, indoor space that students can use to read and/ or quietly draw



School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in individual classrooms/ spaces
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the doorways, along the corridor of the main building, closest to their yard duty areas
- Be familiar with the yard duty information pack containing student health and safety information stored in the first aid room and yard duty bags

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
- 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 are sent to the First Aid room with a blue slip
- 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 staff are attending excursions/ out of school learning experiences, they are expected to arrange a swap and inform the Assistant Principal who will update the schedule
- when staff are on school camps, cover for yard duties will be arranged by the assistant principal

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. This can be done by calling the office and/or sending students to the front office.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office and/ or call the 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 contact the teacher in the classroom next door for assistance. If this teacher is unable to assist, they are then to contact the main office/ Assistant Principal for support. 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 all 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](#).

Digital devices and virtual classroom

Williamstown North Primary School follows the department's policy with respect to supervision of students using digital devices.

Williamstown North 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 closely supervised by their classroom/ supervising teachers, ensuring that their screens are always visible to the teachers

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 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
- Included as a reference in our school newsletter each term
- 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](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)

- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)



POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2025
Approved by	Principal
Next scheduled review date	October 2027

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