



## BFPS YARD DUTY AND SUPERVISION POLICY

DUE FOR REVIEW

June 2026



### **Help for non-English speakers.**

If you need help to understand the information in this policy, please contact the office on 9782 1333.

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Banyan Fields 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 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, 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**

Banyan Fields Primary School's grounds are supervised by school staff from 8.45am until 3.25pm. Outside of these hours, school staff will not be available to supervise students.

Before school supervision areas include play areas near the main building. After school supervision areas include the staff carpark gate located on Cadles Road.

Parents and carers will be advised, through notifications on our school website and regular reminders in our newsletter, that they should not allow their children to attend Banyan Fields Primary School outside of these hours. Families will be encouraged to contact Big Childcare on 8682 9400 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)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care, and protection of the student.

## Yard duty

All staff at Banyan Fields Primary School, are expected to assist with yard duty supervision, during recess, lunch, before and after school, and will be included in the weekly roster.

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

### Yard duty zones

The designated yard duty areas, effective Term One 2024, are:

**Area A** –Year 1/2 rooms, two square area outside the main building, shade cloth area and playground to cricket nets, basketball courts

**Area B** – Foundation playground, canteen, and toilets

**Area C** – Year 1/2 playgrounds and turf area

**Area D** – Oval

*Any area outside of the perimeter of these areas is out of bounds to students at recess and lunchtime*

### Yard duty equipment

School staff must;

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored and hung outside sick bay
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored outside sick bay.

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 a relieving staff member replaces them.

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 within the school playing areas
- 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 receive it as soon as practicable
- log any incidents or near misses, as appropriate, on Sentral.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into two 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 make alternative arrangements, and if not able to do so, 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 a member of the school leadership team 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 send a message to the office for support 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 first contact the front office 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's [Excursions Policy](#).

## Digital devices

Banyan Fields 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.

## Other areas requiring supervision

Banyan Fields Primary School will ensure adequate supervision is provided at any space within the school, eg. Library, Multipurpose Hall, and Gymnasium.

Students needing to use the toilets, during class time, will do so in pairs.

## COMMUNICATION

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

- Included in staff induction processes.
- Available publicly on our school's website.
- Discussed at staff briefings or meetings, as required.
- Included in our staff handbook.
- Made available in hard copy, from the school office, 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](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	June 2026

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