



TEMPLETON
MELBOURNE, AUSTRALIA

Yard Duty & Supervision



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Xiaomei Lin 98017450

Rationale

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.

This policy applies to all teaching and non-teaching staff at Templeton Primary School, including education support staff, casual relief teachers and visiting teachers.

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.

Aim

To ensure school staff understand their supervision and yard duty responsibilities and parents remain informed of their responsibilities before and after school.

Implementation

Before and after school

The Templeton Primary School grounds are supervised by school staff from 8:45am until 3:45pm. Outside these hours, school staff will not be available to supervise students. Between 8:45 am and 9:00 am, a member of the Principal Team will supervise the main entrance on Crestdale Road, while another Yard Duty Teacher supervises the Oval and Basketball Court area.

Parents and carers should not allow their children to attend Templeton Primary School outside of these hours. Families are encouraged to contact Camp Australia on 1300 105 343 or refer to <https://www.campastralia.com.au/Service/Templeton/11B2> 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.

At 3:45 pm each day, a secondary bell will sound to remind parents and students to vacate the school grounds. If a student is not collected before the bell sounds, the principal will retain discretion to decide whether it is appropriate to:

- Contact the parents/carers.
- Contact the emergency contacts.
- Place the student in an out of school hours care program.
- 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.

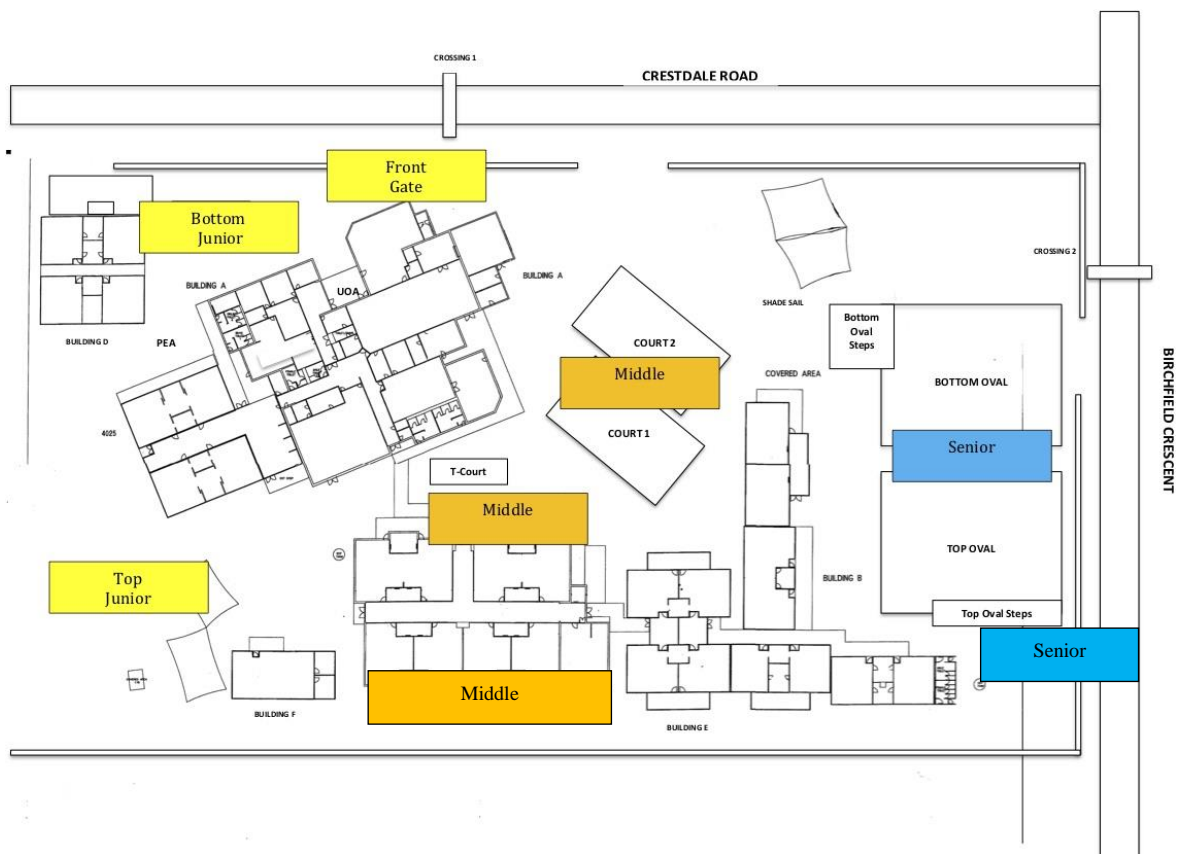
Yard duty

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

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

The designated yard duty areas for Templeton Primary School (as of Term 3, 2018) are:

Area	AM	PM
Front Gate (Crestdale Road Gate)	8:45 – 9:00	3:30 – 3:45
Senior (Ovals, Senior Toilets)	8:45 – 9:00 11:00 – 11:30	1:05 – 2:05 3:30 – 3:45
Middle (Basketball Courts, T-Court, and the back of 2/3 Building)	8:45 – 9:00 11:00 – 11:30	1:05 – 2:05 3:30 – 3:45
Top Junior (Grade 1 Playground, Sandpit, Artificial Turf)	11:00 – 11:30	1:05 – 2:05
Bottom Junior (Prep Playground, Sandpit)	11:00 – 11:30	1:05 – 2:05



School staff must wear a provided safety/hi-vis vest and first aid pack while on yard duty. Safety/hi-vis vests and first aid packs will be stored in the staffroom. Staff who are rostered for yard duty must remain in the designated area until a relieving teacher replaces them.

During yard duty, supervising staff must:

- Always have a mobile phone with saved office number
- Methodically move around the designated area
- 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 Templeton Primary School Discipline Policy
- Ensure that students who require first aid assistance receive it as soon as practicable.
- Log any incidents or near misses as appropriate in XUNO.
- 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.
- A student requiring first aid may be taken into the Sick Bay by another student depending on the severity of the injury. The Yard Duty teacher needs to provide the student with a green tag, located in the first aid pouch before they are allowed to go to the Sick Bay needs to ensure yard supervision is maintained. When the injured or ill student is brought to the Sick Bay, the Yard Duty teacher is to notify the First Aid Officer via mobile phone.

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 organised.

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.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should contact the

Assistant Principal 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 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 and then Assistant Principal for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Hot Drinks

All hot drinks taken to a classroom, taken out on yard duty or when supervising students, must be contained in a secured, covered cup.

Students should be appropriately supervised around kettles and hot drinks, or receptacles holding hot liquids be placed out of students' reach and on a stable surface. Kettles or jugs should only be filled with enough water for the immediate task.

Principals and school leaders ensure that staff are aware of the correct first aid procedures if a student, employee, or visitor to the school is injured due to a hot liquid or steam burn.

Principals and school leaders ensure all kettles and microwaves in classrooms have been appropriately tested and tagged for electrical safety.

School activities, camps, and excursions

The principal and leadership team are responsible for ensuring students are appropriately supervised during all school activities, camps, and excursions. 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.

Wet Day Timetable

If it is raining at Recess, teachers will share supervision of students in their adjoining classrooms. Consideration needs to be given to which teacher supervises the 1st or 2nd half of duty. If the weather clears during the Recess period, teachers scheduled for yard duty will resume their duty as indicated on the Yard Duty Timetable.

If it is raining at lunchtime AS WELL AS RECESS Specialist and Management staff will provide support in the 2nd half of lunch. (Subject to day availability)

If a Wet Timetable is declared, all lunchtime activities will be cancelled.

Hot Day Timetable

Once the temperature reaches 35°, the Management Team will consider implementing a Hot Day Timetable. Our decision will also consider humidity, wind, and cloud cover.

If a Hot Day Timetable is declared, students will be able to go outside for the first half of play with a reminder to keep cool.

All lunchtime activities will be cancelled, including those scheduled for the first half of lunch. In the event of a Hot Day Timetable, teachers scheduled for yard duty in the first half of lunch will supervise 1:05 – 1:20, while those scheduled for the second half will supervise 1:20 – 1:35.

Teachers in adjoining rooms will need to negotiate how they will share the remaining half hour of lunch time.

FURTHER INFORMATION AND RESOURCES

School Policy and Advisory Guide:

- [Supervision](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2024
Consultation	Staff & School Council
Approved by	Rod McKinlay
Next scheduled review date	May 2026