



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office by phoning 03 9786 5197 or emailing Seaford.park.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 Seaford Park 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

Seaford Park Primary School's grounds are supervised by school staff from 8:45am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Before school (8:45am – 9:00am), supervision is provided by staff between the bicycle shed and the junior playground. Students playing outside of this area (including the senior playground, oval, out of bounds areas near the Junior classrooms) should be supervised by parents/carers. After school, students are supervised by staff until 3:30pm in order to ensure their safety as they locate their parent/carer and then leave the school grounds. Once a student meets their parent/carer, school staff are no longer responsible for supervision.

In addition to these hours, Breakfast Club runs from 8:30am until 8:45am every Tuesday.

Parents and carers will be advised through our school newsletter, Facebook posts and Compass reminders that they should not allow their children to attend Seaford Park Primary School outside of these hours. [Families will be encouraged to visit the TeamKids 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/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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

YARD DUTY

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

The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Seaford Park Primary School, 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 time. Students under 18 must have written permission from a parent or carer. Parents/carers are required to sign students in and/or out if they leave the school grounds during school hours.

YARD DUTY ZONES

The designated yard duty areas for our school are referred to as 'Junior' and 'Senior' as follows

Zone	Area
Junior	Prep-Year 2 playground
	Nature playground
	Quiet area (between the two buildings)*
	Basketball court*
Senior	Basketball court*
	Quiet area (between the two buildings)*
	Year 3-6 playground
	Oval
*Staff on yard duty overlap on the basketball courts and in the quiet area between the two buildings.	



On Before School and After School yard duties, the designated areas are the following:

Zone	Area
Junior	Cane Ave gate Quiet area (between the two buildings)*
Senior	East Road gate Basketball court Junior playground

YARD DUTY EQUIPMENT

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored individually by staff members
- carry the yard duty first aid bag at all times during supervision. Each staff member is provided with their own bag and should be stored individually.
- Be familiar with the students who require increased levels of supervision for health and/or medical reasons
- Carry a mobile phone with them for use in emergency situations. All staff should have the school's number (03 9786 5197 and 0409 797 200) saved in their mobile phone as well as direct contact details for the Principal and Assistant Principal.

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)
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- act to prevent, reinforce and reteach positive behaviours
- provide any low level first aid assistance using the equipment in the first aid bags or send the individual student to sick bay in more serious cases
- log any incidents or near misses on Compass

If being relieved of their yard duty shift by another staff, 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 arrangements for another staff member to cover their duty and inform the principal.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Principal or Assistant Principal and remain in the designated area until a replacement staff member has arrived.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should contact the school office, Principal or Assistant Principal 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 teacher in the next classroom or the Principal or Assistant Principal 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 school improvement 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

Seaford Park Primary School follows the Department's [Digital Technologies – Responsible Use policy](#) with respect to supervision of students using digital devices.

Seaford Park 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 supervised by staff in a classroom or group of classrooms, depending on the size of the group.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored using a daily check in task for students
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and

Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

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
- Included in our staff handbook
- Made available in hard copy from the school office, 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 (see the information at the end of this policy document).

MORE 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	Term 4 2025
Consultation	Wellbeing Subcommittee School Council
Approved by	Principal
Next scheduled review date	Term 4 2027

YARD DUTY AND SUPERVISION NOTICE TO PARENTS

Student safety at Seaford Park Primary School is our highest priority and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.

Before school: School grounds are supervised by school staff between the gate at Cane Avenue and the basketball courts, and from the basketball courts to the gate beside the portable building, from 8:45am until 9:00am every school day. Parents should note that the senior playground, the oval, the grass area outside the Year 1/2 classrooms and the Indigenous Garden are not supervised by staff before school begins at 9:00am. Students are only permitted to use these spaces if they are actively supervised by a parent or carer who is situated close to these spaces.

After school: School grounds are supervised by school staff between the gate at Cane Avenue and the basketball courts, and from the basketball courts to the gate beside the portable building, from 3:20pm until 3:30pm every school day. Parents should note that the senior playground, the oval, the grass area outside the Year 1/2 classrooms and the Indigenous Garden are not supervised by staff after school finishes at 3:20pm. Students are only permitted to use these spaces if they are actively supervised by a parent or carer who is situated close to these spaces.

Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending before or after school care, or a pre-arranged supervised activity (i.e. sports practice).

[Families are encouraged to use this link to register children to attend our before and after school care facilities run by TeamKids.](#)

[Our school's Yard and Supervision Policy can be accessed by clicking here.](#) Alternatively, you can collect a hard copy from the school office. This policy includes Seaford Park Primary School's student supervision arrangements across the school day, including before and after school.