

Moonee Ponds West 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 MPWPS reception on 9370 6875 or email: moonee.ponds.west.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 Moonee Ponds West 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

Moonee Ponds West Primary School's 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.

There will be at least one staff member, generally Principal and/or Assistant Principal, on duty before and after school, primary focus is the Little Adventure Courtyard, near the Lennox Street gate.

Parents and carers will be advised through our Family Handbook and reminders in our newsletter that they should not allow their children to attend Moonee Ponds West Primary School outside of these hours. Families will be encouraged to contact the Out of School Hours Care (OSHC) provider Camp

Australia on phone 1300 105 343 refer to <https://campaustralia.com.au/> 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
- place the student in an out of school hours care program (if available and appropriate)
- 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 and appropriate)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care, and protection of the student.

Yard duty

All teaching staff at Moonee Ponds West Primary School are expected to assist with yard duty supervision and will be included in a weekly roster.

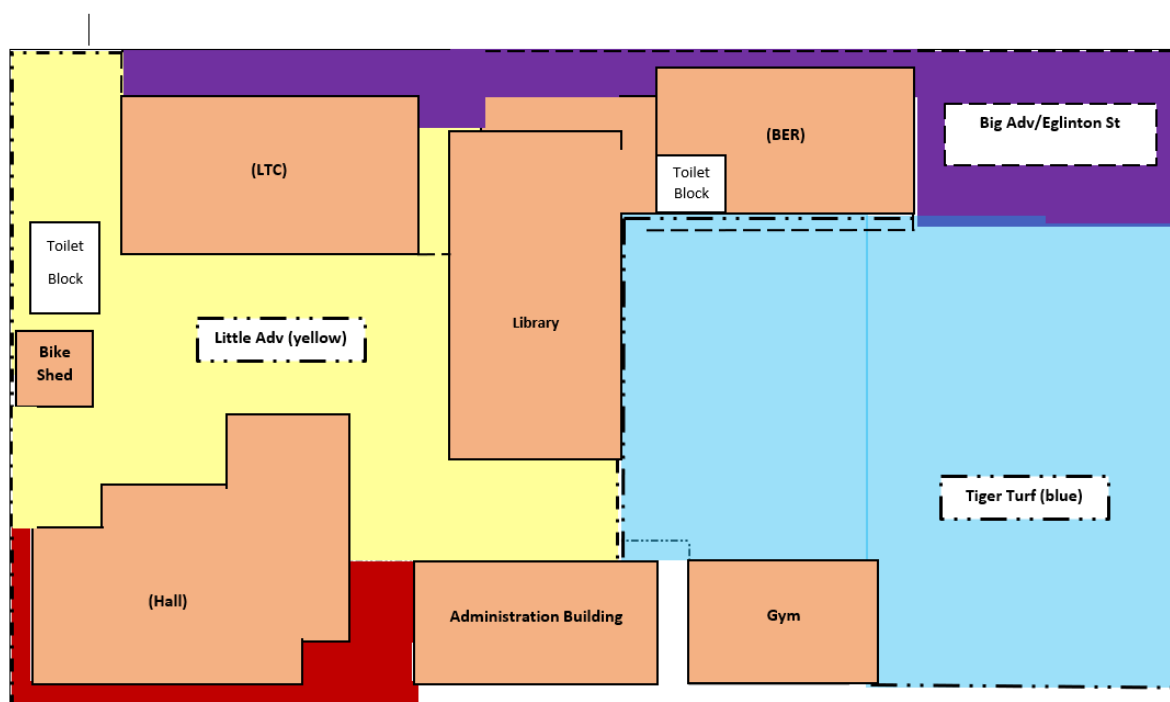
The Principal or alternative nominee e.g. Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Moonee Ponds West Primary School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school as of 2025 are:

Zone	Area
Zone 1	Little Adventure
Zone 2	Tiger Turf
Zone 3	Eglinton Street/ Big Adventure

Moonee Ponds West PS Yard Duty Map



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Additional Safety/hi-vis vests will be stored in the Staffroom or General Office.
- carry the yard duty first aid bag and walkie talkie at all times during supervision. The yard duty first aid bags and walkie talkies will be stored in General Office.
- Be familiar with the yard duty information pack containing student health and safety information stored [insert location if your school keeps a pack/folder of any information relating to student health and safety such as frequent absconders, parents who pose a serious risk to safety etc, or delete this point if you don't have this kind of pack/folder]
- [insert any other equipment used at your school]

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.

For Eglinton St zone, main supervision is the playground, and movement to check the fence line is also required toward the Performance Space area.

For Little Adventure zone, movement around fence line toward Eglinton Street, the central courtyard area and toilets block.

For Tiger Turf, movement to include BER toilet block.

- 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)
- always 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 and Wellbeing policy and behaviour matrices
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate, i.e., a Compass Chronicle entry or incident report located at the office.

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 Daily Organiser 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 the office via walkie talkie and confirm with the Daily Organiser 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 contact the office via walkie talkie to notify they have not been relieved and confirmation of replacement, 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.

During class time students are expected to go in pairs when moving around the school, including going to the bathroom or to the office.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the office or principal class member 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 [Excursions Policy](#).

Digital devices and virtual classroom

Moonee Ponds West Primary School follows the department's [Digital Technologies - Responsible Use policy](#) with respect to supervision of students using digital devices.

Moonee Ponds West 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 a teaching staff member in an appropriate space or office.

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.

Other areas requiring supervision

During lunch break on different days the school library, classroom clubs or the gym may be open for students. These areas will be supervised and included on the Yard Duty roster or Clubs Roster.

Inclement Weather

- As part of the usual yard duty timetable process, an inclement weather timetable will be activated by the Principal/Assistant Principal when conditions outside are considered to be unsuitable for students and staff.
- Inclement weather is generally defined as extreme heat, rain, lightning, dust, wind, cold or any other condition that is considered by the Principal/Assistant Principal to be unsuitable.
- Where inclement weather is obvious prior to children being dismissed for a recess or lunch break, an announcement will be made by the Principal/Assistant Principal advising class teachers to follow the inclement weather timetable until further notice.
- In such cases, teachers will supervise a number of grades (as previously agreed to by the teachers concerned), for an agreed time during the recess or lunch break.

- Teachers, other than classroom teachers, will similarly share supervision of the classes and other areas (as determined).
- All children will be confined to classrooms unless permission has been granted by a teacher to leave temporarily e.g. toilet break.
- Children will be expected to walk indoors/under cover at all times and undertake appropriate indoor games and activities.
- In the case of unpredicted inclement weather occurring during a recess break, a yard duty teacher will inform administration of the possible need to activate the inclement weather timetable.
- The Principal/Assistant Principal will assess the situation and make the decision to call the children inside or alternatively, to seek adequate shelter, in which case the yard duty teachers will continue to supervise outside.
- In the event of children being required to come inside the school buildings, yard duty teachers will supervise the return to classes briefly while designated teachers make their way to the classrooms, or other areas, that they are required to supervise.

COMMUNICATION

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

- Included in staff induction processes
- Published on the school website
- Discussed at staff briefings or meetings, as required
- Included in Staff handbook
- 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 in our school newsletter.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Digital Technologies - Responsible Use](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

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

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