

YARD DUTY AND ACTIVE SUPERVISION POLICY



Help for non-English speakers

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

PURPOSE

To ensure school staff understand active supervision responsibilities during outside play and inclement weather situations.

SCOPE

This policy applies to all teaching and non-teaching staff at Warreen 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

[Before and after school](#)

Warreen Primary School's grounds are supervised by school staff from 8.30am until 3.15pm. Outside of these hours, school staff will not be available to supervise students. Before and after school, school staff will supervise at gates leading in and out of the school.

Parents and carers will be advised through a notification on our school website, regular reminders in our newsletter, and on COMPASS that they should not allow their children to attend Warreen Primary School outside of these hours. Parents/carers are encouraged to contact the schools 'Outside of School Hours' provider to arrange care outside of these supervised times and 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 supervising staff members will take the children to the sick bay, the Principal or nominated staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student before and afterschool hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Warreen Primary School are expected to assist with active supervision and will be included in the weekly timetable.

The Principal and Assistant Principal are responsible for preparing and communicating the active supervision timetable on a regular basis. At Warreen Primary School, school staff will be designated a specific area to supervise.

Yard duty areas

The designated yard duty areas for our school (beginning Term 3, 2025) are:

Zone	Area
AREA 1	Basketball Court, Front of Learning Community B, Front of canteen area
AREA 2	Front of Learning Community A, Top half of Community Heart, bottom area of Admin building
AREA 3	Bottom half of Community Heart, Sandpit and eastern side of F-2 Playground
AREA 4	West side of F-2 Playground, Tiny Town, back of Learning Community A and Toilet Area
AREA 5	3-6 Playground surrounding Learning Community B, Grassed area (future portables area)
AREA 6	3-6 Playground south of Gym, Oval soccer field area, Tower of Terror



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on active supervision, provided at induction.
- carry the active supervision first aid bag at all times during supervision. Every staff member has their own first aid bag which is to be kept in their classrooms.
- Be familiar with the active supervision information pack containing student health and safety information in the bag or information with our Yard Duty timetable
- Wear a sunsmart hat in Term 1 and Term 4

First Aid bags will be refreshed at the end of each term or when required.

Supervision responsibilities

Staff who are rostered for active supervision must remain in the designated area until they are replaced by a relieving staff member.

During active supervision, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students. Staff are required to move in a clockwise position, to ensure that all areas are within line of sight to at least one yard duty teacher at a time. At all times, skimming and scanning for environmental risks, or students requiring pre-correction or assistance in their play.
- 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
- 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 Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate (health and safety issues through EduSafe Plus, other incidents through Compass).

If being relieved of their active supervision 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. Handover is to take place at the 'black dot' as indicated on the map.

If the supervising staff member is unable to conduct active supervision 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 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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should ring the Office, but should not leave the designated area until the relieving staff member has arrived in the designated area.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

Active Yard Supervision and Lunchtime Club Guidelines

At Warreen Primary School, recess and lunchtime breaks are about play, positive behaviour and restorative practices. Our role is to actively observe play and interactions, remind students of school expectations and redirect when appropriate, and help to maintain an environment where all students are feeling safe, engaged and included.

The Supervisory Role

The Yard Supervision timetable is issued at the start of each term, and may be changed from time to time.

It is the rostered staff member's responsibility to ensure they are in the correct location at the correct time. If you are absent your role will be covered. **If you are away from school for an excursion or for professional development it is your responsibility to organise a duty swap for that day.**



Staff are requested to:

- Be familiar with school values, restorative conversational techniques, and school expectations.
- Actively patrol the designated area to ensure line of sight and appropriate behaviour
- Ask students to pick up rubbish throughout breaks and at the first bell.
- See that students do not play in restricted areas, or leave the school ground. As a general rule students are not permitted to play near boundary fences.
- Have a phone accessible in case the office needs to be contacted due to injury, illness or other problem. If a student leaves the grounds, maintain line of sight if possible and call the office.
- Keep classrooms and doorways clear of students.
- Check for inappropriate behaviour in the vicinity of the toilets and the drinking taps.
- Take appropriate action when an accident to a student occurs. See *First Aid Policy*.
- See that all students leave the grounds promptly at 3:00 pm dismissal. By 3:15 pm any students not picked up by parents/or guardians should be directed to the office.
- Immediately call the office if any strangers are in the schoolyard (all approved visitors will have a badge).
- Model desired behaviours such as picking up litter and any school equipment in the wrong place, and wearing a sun hat during SunSmart terms.
- Ensure students are not riding their scooters and bikes whilst on school grounds.
- If an issue arises in the yard, engage students in a restorative conversation.
- Call for support if needed and refer students to The Burrow when behaviour is severe or if the problem cannot be effectively resolved whilst maintaining adequate supervision of yard.
- Remain on duty until the next teacher has replaced you when relevant. Call the office if not replaced at the correct time.
- Maintain a positive approach and aim to work **with** students rather than directing them.
- Address any minor issues or unusual behaviour immediately so as to avoid conflict arising.

Inclement Weather

Inclement Weather Supervision Arrangements

All staff at Warreen Primary School are required to actively supervise students during breaks and will be included in the weekly supervision timetable.

When the **Inclement Weather Timetable** is called, staff must ensure that:

- All students are supervised inside classrooms.
- Staff continue to take their scheduled breaks.

- No teacher remains supervising a classroom alone for the entire break.
- No students are left in an empty classroom or in the foyer at any time.

Classroom Merging for Supervision

To support effective supervision and enable breaks, classes are to merge as follows:

- Classrooms next to each other must pair and merge.
- The block with four classrooms must merge into two groups.
- The block with three classrooms must merge into one group.
- Portables must remain in their pod of two and provide each other with a break.

Break Arrangements

- Groups of three: 10 minutes each.
Groups of two: 15 minutes each.

If the inclement weather timetable is called after students have already gone outside, teachers must immediately organise within their pair or group of three to equally divide the remaining break time. In dividing the time, staff must be mindful of colleagues who have already had yard supervision or other coverage that day to ensure equity in supervision and break allocation.

Additional Supervision Requirements

- Specialist teachers are to follow the supervision timetable and support classroom teachers. This will occur the second half of each break time.
- Leadership and specialist teachers will also provide support as per the timetable, particularly during lunch when wet weather is called at both recess and lunch.
- When staff ratios are affected, the office must be notified immediately so leadership is aware and can support.

AREA 1	Basketball Court, Front of Learning Community B, Front of canteen area
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The Basketball courts

The supervising teacher in this area needs to ensure

- Basketball games and ball games stay on court areas
- Students are away from the fence
- Students are not going behind the gym/Kelly Club area (see picture)
- Rove through canteen area to ensure safe play
- Students are using the stairs safely, not hanging off the railings



Admin/Specialist Building

The supervising teacher in this area needs to ensure

- Students are not going behind Admin/Specialist building



- Students are away from the fence
- Students are using the stairs safely, not hanging off the railings

Front of Learning Community B

The supervising teacher in this area needs to ensure

- Students are playing away from the doorways
- Students are away from the fence/garden

AREA 2	Front of Learning Community A, Top half of Community Heart, bottom area of Admin building
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Front of Learning Community A and Admin building

The supervising teacher in this area needs to ensure

- Students are not sitting/ playing in front of doorways
- Students are away from the fence, gate and the out of bounds area, west side of LC A
- Students are out of the garden areas, can rock hop
- Students not entering the office area (unless instructed by a yard duty teacher) or hovering around the doorway

Top half of Community Heart

The supervising teacher in this area needs to ensure

- Students are playing appropriate ball games in the Community Heart (**no soccer balls, basketballs or other balls that would hurt someone if hit in the head.** Downballs are appropriate. Redirect students to grassed areas or basketball courts if needed.
- Students are sitting, not standing on the wooden seating areas

AREA 3	Bottom half of Community Heart, Sandpit and eastern side of F-2 Playground
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Eastern side of F-2 Playground

The supervising teacher in this area needs to ensure

- Students are playing in the appropriate manner (not going on top of equipment **including monkey bars**, not walking up the slide, not jumping from dangerous heights).
- Students are out of the garden areas, can rock hop through if appropriate
- 3-6 students are asked to move to their 3-6 playground area
- Students are asked to move off the playground (monkey bars, slides, other metal bars) if wet, due to safety reasons

Bottom half of the Community Heart area

The supervising teacher in this area needs to ensure

- Students are playing appropriate ball games in the community heart (**no soccer balls, basketballs or other balls that would hurt someone if hit in the head**). Downballs are appropriate. Redirect students to grassed areas or basketball courts if needed.
- Students are sitting, not standing on the wooden seating areas

Sandpit (F-6 area)

Our sandpit area is for all students to use. The supervising teacher in this area needs to ensure

- Students are sharing the sandpit area
- Sand is being kept in the sandpit, not thrown around
- Students are not adding water to the sandpit
- Students are keeping out of the garden, can walk over the rocks if appropriate

AREA 4	West side of F-2 Playground, Tiny Town, back of Learning Community A and LCA Toilet Area
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Western side of F-2 Playground

The supervising teacher in this area needs to ensure

- Students are playing in the appropriate manner (no standing on top of equipment **including monkey bars**, not walking up the slide, not jumping from dangerous heights).
- Students are out of the garden areas
- 3-6 students are asked to move to their 3-6 playground area
- Students are redirected away from the hose reel (see photo)
- Students are asked to move off the playground (monkey bars, slides, other metal bars) if wet, due to safety reasons



Wurraburra Wombat Hollow (Tiny Town)

Our Wombat Hollow is an area for all students to use. The supervisor in this area needs to ensure

- Students are sharing the Tiny town area.
- Students are not climbing into the windows of the buildings
- Students are not going behind Learning Community C or the other areas marked in red on the map



- Students are out of the garden areas

Behind Learning Community A

The supervisor in this area needs to ensure

- Students are playing out of the garden and away from the portable buildings
- Students are playing away from the out of bounds area west of Learning Community A

Learning Community A Toilet Area

The supervisor in this area is required to actively enter the toilet (handwashing area) to monitor student behaviour. They should ensure that:

- Students are only entering the space to use the toilet or wash their hands.
- Students are redirected or sent out if they are standing around, waiting without purpose or engaging in play.

ARE A 5	3-6 Playground surrounding Learning Community B, Grassed area (future portables area), LC B Toilet Area
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3-6 Playground surrounding Learning Community B

- Students are playing in the appropriate manner (no standing on top of equipment **including monkey bars**, not walking up the slide, not jumping from dangerous heights)
- Students are keeping out of the garden, can walk over the rocks if appropriate
- F-2 students are asked to move to their F-2 playground area
- Students are asked to move off the playground equipment (monkey bars, slides, other metal bars) if wet, due to safety reasons

Grassed area (future portables area)

The supervisor in this area needs to ensure

- Students are away from the Learning Community C 'out of bounds area'.
- Students are away from the fence and out of the garden

Learning Community B Toilet Area

The supervisor in this area is required to actively enter the toilet (handwashing area) to monitor student behaviour. They should ensure that:

- Students are only entering the space to use the toilet or wash their hands.
- Students are redirected or sent out if they are standing around, waiting without purpose or engaging in play.



AREA 6	3-6 Playground south of Gym, Oval soccer field, Tower of Terror
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Oval Soccer Field (F-6 area)

The supervisor in this area needs to ensure

- Students are showing RESPECT during their play by following the rules (no slide tackling, no rough play, no swearing or put downs).
- To carefully watch the soccer game and to intervene if students are becoming heightened/aggressive
- Students are not hanging from the soccer goals
- Students away from the fence line, not communicating with students from Bemini

3-6 Playground, south of the Gym

- Students are not playing/climbing on top of the playground equipment (unless designed for this purpose)
- F-2 students are asked to move to their F-2 playground area
- Students are keeping out of the garden, can walk over the rocks if appropriate
- Students are asked to move off the playground equipment (monkey bars, slides, other metal bars) if wet, due to safety reasons

Tower of Terror (3-6 only)

- F-2 students are asked to move to their F-2 playground area
- Students are staying out of the garden area
- Students are staying away from the out of bounds area behind the gym/car park

Before and after school.

Gates, playground and Hercules Drive

The gates, playground and street (Hercules Drive) actively supervised before and after school. The teacher responsible should ensure

Before School

- Gates open at 8.30am
- Supervision is at the gates, Hercules Drive, and the playground
- Students are to enter the gates and wait at their classroom until 8.40am
- Students before school are greeted using morning greetings
- At 8.40 the teachers will greet the children and they will enter the classroom to get ready to learn



- All gates are locked at 8.50am. Students who arrive after this time will be asked to enter through the office
- The roles will be marked at 8.50 am Explicit instruction will begin at 8.50am.

After School

- At 3.00pm students will be dismissed by their classroom teacher
- Students walk to the designated pick up area organised by parents/ caregivers, or walking or safely riding home (as permitted by parents/ guardians)
- Students waiting for parents will be supervised at the designated gate until 3.15pm
- All students still in the yard and at the gates at 3.15pm will be taken to the sick bay
- All gates are locked at 3.15pm
- After school, be sure to walk down to the crossing and footpath as well as inside the school
- Students who haven't been picked up by 3.15 are directed to the office for their parents to be called
- Students who ride home will walk their bikes or scooters through the school and ensure they are wearing a helmet.

Lunchtime Clubs

Lunchtime Clubs change each term. Teachers are invited to request a specific club but can be assigned where necessary to run a club as part of the normal active supervision roster. Our lunchtime clubs give students an opportunity to follow their interests as well as provide time away from the playground areas. Students can self-select into a club or attend as part of their play plan to develop play skills in a supervised environment. The role of the club teacher is to

- Run the lunchtime club for 80% of the break time (24 mins)
- Have students packed up by the first bell to allow students to go to the toilet etc and to assist in the school clean up
- Familiarise themselves with any play plans for students who will be attending or those who need supervision between spaces
- Ensure the space being used is left in the same manner it was found with all equipment returned and any rubbish collected

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. Students can leave the classroom to go to the toilet with a partner. If they need to go to the office or first aid room, the teacher will call the office to let the staff know of their arrival.

[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](#)

Warreen Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Warreen 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 whilst using Google Classroom during learning times.

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

- student attendance will be monitored through Webex attendance and the submission of set tasks.
- 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
- 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](#)
 - [Cybersafety and Responsible Use of Technologies](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

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

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