



Help for non-English speakers

If you need help to understand the information in this policy, please contact Armstrong Creek School on 03 5218 5100 or armstrong.creek.school@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 Armstrong Creek 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

Armstrong Creek School's grounds are supervised by school staff from 8:40am until 3:30pm. Outside of these hours, school staff will not be available to supervise students. Information regarding the supervision of before and after school are sent out via our Newsletter and directly to families via our parent portal, Compass.

Before and after school, staff will be available to supervise the Central Plaza, the gate at the pedestrian crossing, the gate next to the Administration Building and the gate at the entrance to the Bike Shed.

Parents and carers will be advised through reminders in our newsletter that they should not allow their children to attend Armstrong Creek School outside of these hours. Families will be encouraged to contact YMCA directly on 0418 195 782 or 03 8371 0597 for out of hours care. Families may also want to email YMCA at armstrongcreek@ymca.org.au for more information about the 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.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard Duty

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

Staff should read the Daily Bulletin every morning as information regarding staff replacements for absences, are indicated in under the section of Yard Duty Changes.

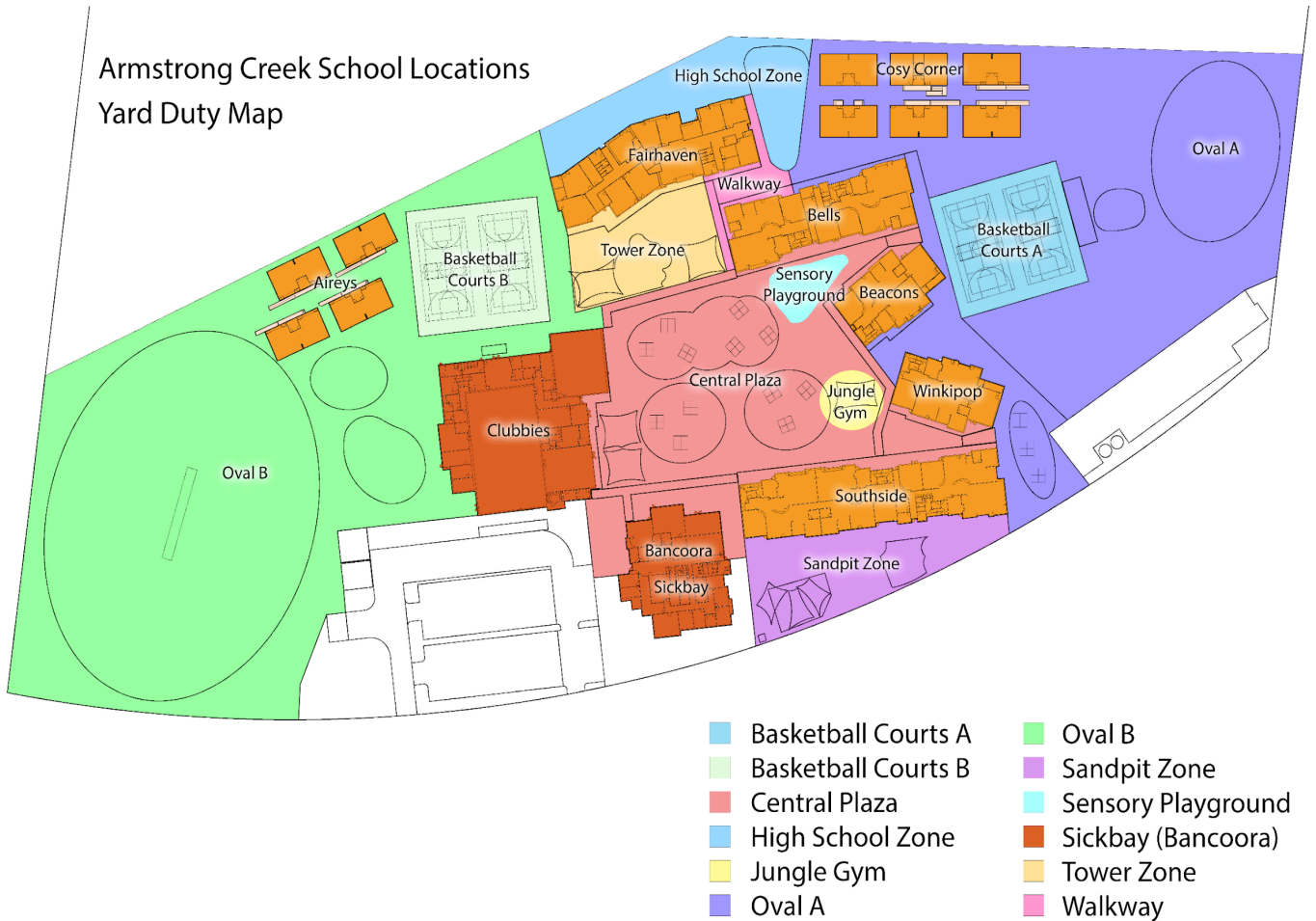
The Leadership Team (Leading Teacher/Assistant Principal) is responsible for preparing and communicating the yard duty roster on a regular basis. At Armstrong Creek School, staff will be designated a specific yard duty area to supervise.

Yard Duty Zones

The designated yard duty areas for our school are as follows:

Area Year	Level/s
Central Plaza	Prep – Year 6
Jungle Gym	Year 1 & 2
Sensory Playground	Year 3 & 4
Oval A	Prep – Year 3
Basketball Court A	Year 1 - Year 3
Oval B/ Basketball Courts B	Year 4 - 12
High School Zone	Year 7 - 12
Tower Zone	Year 5 - 12
Sandpit Zone	Prep
Sick Bay	All
Indoor Clubs	Allocated to learning communities
Student voice clubs	Allocated Areas across the school (indoor and outdoor) – these change on a termly basis

Armstrong Creek School Locations Yard Duty Map



Yard Duty Equipment

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty and carry the yard duty first aid bag at all times during supervision.
- Be familiar with the yard duty information pack containing student health and safety information.
- The yard duty first aid bag and safety/hi-vis vests will be stored in staff workspaces
- CRTs will be provided a yard duty bag when signing in at the beginning of the day.

Staff who are rostered for yard duty must remain in the designated area, start and finish their yard duty on time:

Recess at 10:55 – 11:25

Lunch at 1:25 – 1:55

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 to ensure line of sight of every space in the designated area. Where two staff are on duty in the same space ensure you are spread out across the area and refrain from congregating. See Yard Duty Expectations (see appendix).
- 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 in their designated year level zones.
- be alert and vigilant.
- wear the First Aid bag.
- where aware of potentially dangerous or inappropriate behaviour (eg physical fight) call the Response Team 5218 5191 for assistance and move students away from the area. Where possible, de-escalate student/s from a safe distance.
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the Student Inclusion and Engagement policy, Bullying Prevention Policy and the Yard Duty Expectations overview
- provide basic first aid for students in the yard. In instances where additional first aid is required, send to the sick bay with a pass. If concerned about a student's ability to attend sickbay, call office 5218 5100 for support and do not leave student unattended. All head knocks and arm/wrist injuries to be sent to sick bay for further support.
- log any incidents or near misses as appropriate on Compass and notify the Home Group Teacher. See the Process for School Wide Positive Behaviour Support Handbook on data entry.

If the supervising staff member is unable to conduct yard duty at the designated time, they should organise replacement within their team ASAP. In the rare event that a swap/coverage cannot be made, contact the Daily Organiser through the Office to ensure adequate supervision at all times.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Office (5218 5100) but should not leave the designated area until the relieving staff member has arrived in the designated area.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

Classroom

The classroom teachers are responsible for the supervision of all students in their care during class.

If a teacher needs to leave the space unattended at any time during a lesson, they should first inform their co-teaching partner for assistance. The teacher needs to wait for the co-teaching partner to arrive or is able to supervise the group prior to 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 [DE Excursions Policy](#).

Digital Devices and Virtual Classroom

Armstrong Creek School follows [DE Digital Technologies – Responsible Use](#) with respect to supervision of students using digital devices.

Armstrong Creek 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 in learning communities.

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

- student attendance will be monitored daily.
- 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.

Workplace Learning Programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- Structure Workplace Learning
- School Based Apprenticeships and Traineeships
- Work Experience
- School Community Work

Students participating in VCAL activities will be supervised by their teacher and where necessary individual education support staff members. The teacher is responsible for overseeing the program as well as whole group, small group and one to one support of students. The education support staff members are responsible for the one-to-one support and small group supervision.

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:

- Available publicly on our school's website and via Compass
- Included in staff and volunteer induction processes and/or annual training / professional learning
- Reminders in our school newsletter
- Hard copy available 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](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2024
Approved by	Principal, Jessica Kelly
Next scheduled review date	December 2026

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

The Appendix will change due to Student Voice clubs and be updated throughout the year.

APPENDIX

YARD DUTY EXPECTATIONS

Play Zone	Year Levels	Expectations
Canteen line	All	Students line up in order Hand and feet remain to self use your manners and speak kindly
Central Plaza	Prep - Year 6	No balls larger than a downball to be played with in Central Plaza. (Ball sports on the Oval or Basketball Courts during recess and lunch)
Jungle Gym	Years 1 & 2	Take turns on the monkey bars One student at a time go down the slide
Sensory Garden	Years 3 & 4	Students to play on equipment or path area - not in garden beds.
Oval A	Prep – 3	Blue courts are not part the Oval Follow the rules of the game Choose an umpire and listen and follow instructions Use your manners and speak kindly
Oval B/ Basketball Courts	Years 4 -12	Follow the rules of the game Choose an umpire and listen and follow instructions Use your manners and speak kindly
High School Zone	Years 7 - 12	Speak kindly to your friends Listen to staff instruction
Tower Zone	Years 5 - 12	Trampolines are used for jumping The Tower is for climbing We are being a safe student on the Tower The swing area is closed
Sandpit Zone	Prep	Take turns on the equipment. One student at a time go down the slide The sand stays in the sandpit I pack away the toys at the end of play time
Sick Bay	All	Wait in the waiting area for assistance from the teacher on duty
One-on-one support	Designated spaces	Staff are on time. Inform the student of who will be their adult for that playtime. Follow the student from a distance to allow for independence Consult BSP for students who need to be closely supervised. Handover from the Home Group teacher before and after play time.

Indoor Sports Club	P – 12	We line up at the gym door to enter the space. We stay in the specific space set out by the teacher. We take care of the equipment while using it. We treat others kindly while playing games. We pack the equipment away when the session is finished.
Movie Club	P – 2	Movie theatre etiquette-We keep our voices off We stay in our seat We are only in movie club to watch movies I know that I won't be able to watch a full movie I ask the teacher to go to the toilet
Art	P - 12	When we come to Art club, we make art. We work together to clean up the art room at the end of Art club. We make sure everyone is able to focus on their art making We don't leave Art club without cleaning up our equipment and resources and helping others to clean up theirs.
Busses	P – 12	We wait in line for our names to be ticked of by a staff member We use calm voices when we talk on the bus We show care to other students We sit on our designated seat We listen to the bus driver and chaperon

INCLEMENT WEATHER CONDITIONS - EXPECTATIONS

If a wet weather program / extreme heat /poor air quality is called, all staff are to remain in their usual learning communities. Staff are to organise adequate supervision for the students within their learning community. Specialist staff members will be allocated to support specific learning communities.