



# MONTMORENCY 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 the office on 9434 5944 or email [montmorency.ps@education.vic.gov.au](mailto:montmorency.ps@education.vic.gov.au).

### PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities.

### SCOPE

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 Montmorency 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.

### POLICY

#### Before and after school

Montmorency 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.

Parents and carers should not allow their children to attend Montmorency 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/> 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 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 Montmorency Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

The designated yard duty areas for our school as at Term 1, 2022) are:

Zone	Area
Zone 1	Big playground, sports courts and Julia's Orchard
Zone 2	Junior adventure playground, tennis courts and synthetic turf
Zone 3	Oval and senior garden
Zone 4	Alban Street side of the school from the flagpole to the staff carpark, to also include the new wooden playground

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the sick bay.



## 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

## RELATED POLICIES AND RESOURCES

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	March 2022
Consultation	Internal
Approved by	Principal
Next scheduled review date	March 2023