



Thomastown Meadows Primary School

Complaints Policy

HONESTY EMPATHY RESPECT



Help for non-English speakers

If you need help to understand the information in this policy please contact Thomastown Meadows Primary School on (03) 9466 1810.

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 Thomastown Meadows 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

Thomastown Meadows Primary School students are supervised by school staff from 8.45am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Thomastown Meadows Primary School outside of these hours. Families are encouraged to contact Village OSHCare on 1300 366 437 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.
- place the student in an out of school hours care program

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.

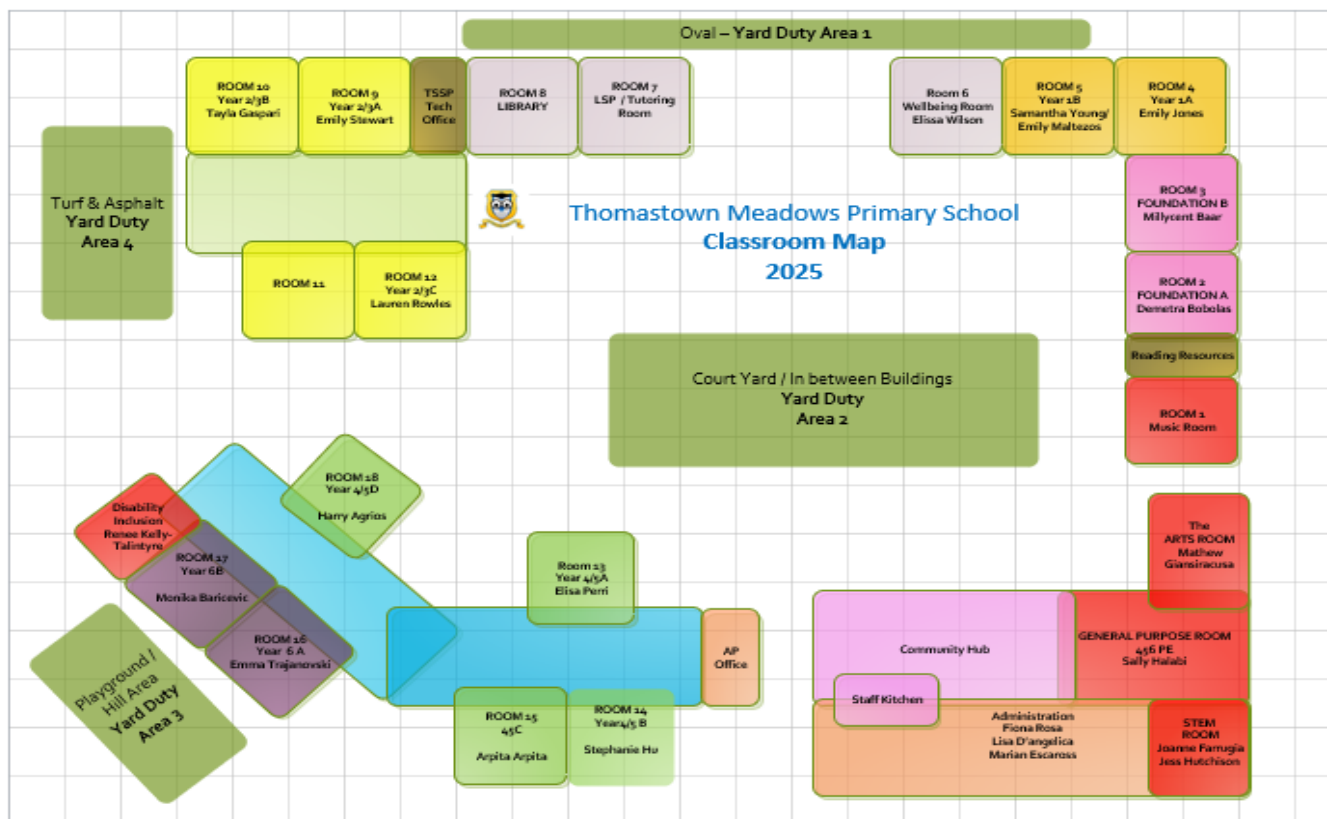
Yard duty

Nominated staff at Thomastown Meadows Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal or Operation’s manager is responsible for preparing and communicating the yard duty roster on a regular basis. At Thomastown Meadows Primary School school, staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school:

Zone	Area
Zone 1	Oval
Zone 2	Courtyard Area
Zone 3	Hill & Prep to Two playground
Zone 4	Turf Area and Playground



School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry a first aid backpack. Safety/hi-vis vests will be stored in individual classroom teacher's classrooms and near the first aid backpacks in the staffroom.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- methodically move around the designated zone
- 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 inline with SWPBS policies
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in the yard duty folder and on Compass.
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next 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 Operations' Manager 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 Operation's Manager but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a child to the office to notify a staff member and not leave the designated area until a replacement staff member has arrived.

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

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 Principal for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class 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 activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

FURTHER INFORMATION AND RESOURCES

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

REVIEW CYCLE

This policy was last updated on 01/02/2025 and is scheduled for review January 2026. This policy will also be updated if significant changes are made to school grounds that require a revision of Thomastown Meadows Primary School Yard Duty and Supervision Policy.

POLICY REVIEW

Policy written updates	February 2025
School Council approved	N/A
Review Date	January 2026
Responsibility	Operations Manager