



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Grahamvale Primary School on 58214219.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Grahamvale 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

Grahamvale Primary School's grounds are supervised by school staff from 8:35am until 3:35pm. Outside of these hours, school staff will not be available to supervise students.

Students are supervised at the asphalt area from 8:35am - 8:45am each morning and after school students are supervised at the asphalt area from 3:20pm – 3:35pm.

Parents and carers should not allow their children to attend Grahamvale Primary School outside of these hours. Families are encouraged to contact TheirCare at www.theircare.com.au for more information about the before and after school care facilities available to our school community.

If students arrive at school before supervision commences at the beginning of the day, they are to remain at the asphalt shade sail area until 8:35am.

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 the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

Yard duty

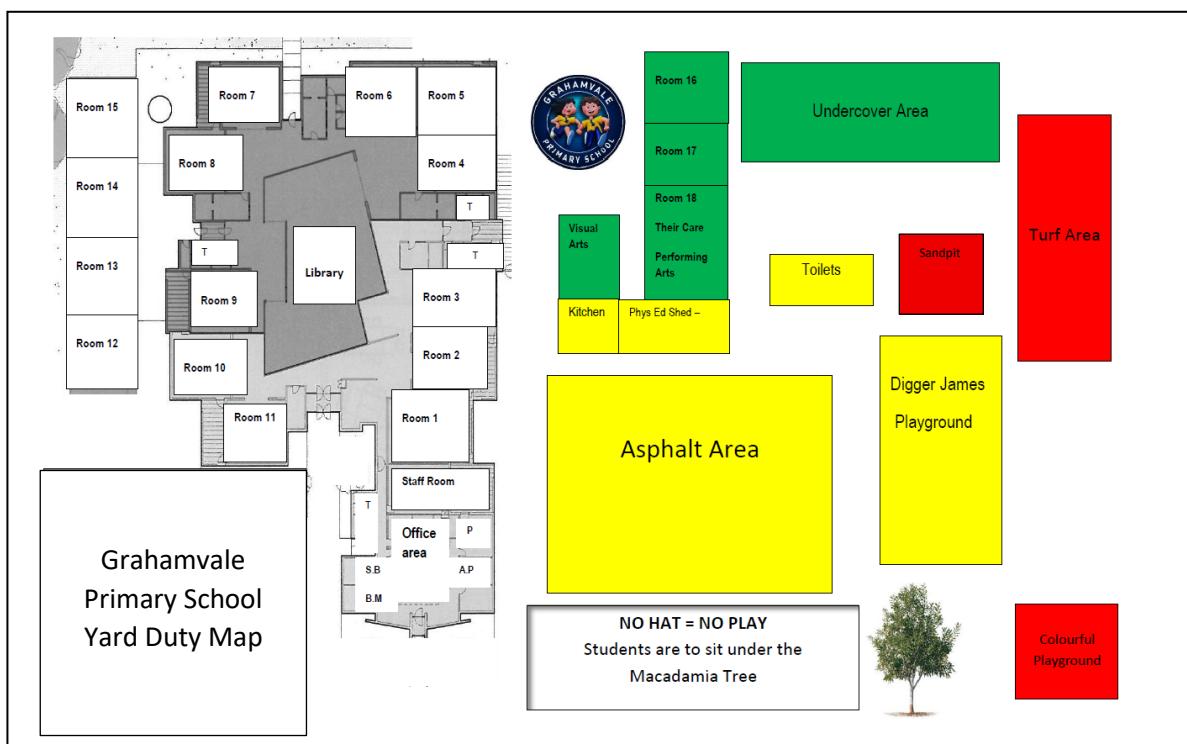
School staff who are rostered on yard duty supervision must follow the processes outlined below.

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

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

The designated yard duty areas for our school are:

Zone	Area
Zone 1	Undercover/Courtyard Areas
Zone 2	Turf/Colourful Playground
Zone 3	Asphalt Area/Digger James Playground/ Front lawn



Yard duty responsibilities

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Staff are issued with their own safety/hi-vis vests and spares will be stored 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:

- Wear their safety/hi-vis vest and carry a Yard Duty First Aid bag
- Methodically move around the designated zone ensuring they always remain vigilant
- 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
- 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 Grahamvale primary School's *Student Engagement and Wellbeing* policy
- Ensure that students who require first aid assistance receive it as soon as practicable. First Aid bags have supplies for minor injuries. For more serious injuries students are sent to the First Aid room but must have a blue card where possible
- Log any incidents or near misses as appropriate 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), the staff member must 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 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 front office or Assistant Principal 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 message to the office 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 front office/Assistant Principal or 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 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

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

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Wellbeing Leader, 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 students 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
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Made available in hard copy from the school office on request
- Parent reminders are sent throughout the year 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	13 July 2026
Approved by	Principal
Next scheduled review date	July 2028
	The mandatory minimum review cycle of this policy is 2 years.