



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the Kerribana Primary School administration office in Pavillion A.

PURPOSE

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

SCOPE

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

Kerribana Primary School's grounds are supervised by school staff from 8.30am until 3.25pm. Outside of these hours, school staff are not available to supervise students.

Before and after school hours, dedicated school staff diligently supervise the entrance and exit points of the school.

Parents/carers are advised through notification on our school website, and regular reminders in our newsletter, that they should not allow their children to attend Kerribana Primary School outside of these hours. Families are encouraged to contact the Business Manager or administration office staff in Pavillion A 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 considers 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 and the parent/carer consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

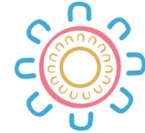
Yard duty

All staff at Kerribana Primary School are expected to assist with yard duty supervision and are included in the yard duty timetable.

The Daily Organiser (Assistant Principal) is responsible for preparing and communicating the yard duty timetable on a regular basis. At Kerribana Primary School, school staff are designated a specific yard duty area to supervise.

Yard duty zones

Zone	Area
Zone 1 - Play Zone and Playground	Play zone along Frederic Street Road
Zone 2 – Hard courts and front of Pavilion A	Hard courts and central play/kitchen garden
Zone 3 – Play zone and Playground 2	Play zone along Jennings Boulevard
Zone 4 – Hard court and front of Pavilion B	Hard court and area between Pavilion B and Gymnasium



Yard duty equipment

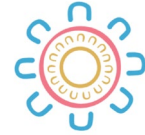
School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are stored in the administration office of Pavillion A
- always carry the yard duty first aid bag during supervision. The yard duty first aid bag is stored in the administration office of Pavillion A
- be familiar with the yard duty information pack containing student health and safety information stored in the administration area of Pavillion A. Information contained in this pack may include:
 - students at risk of anaphylaxis
 - possible absconders
 - students with additional physical needs
 - student with additional social/emotional needs
 - students with additional medical needs
 - students with sensory issues
 - parents/carers who pose a serious risk to safety.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

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 ensuring supervision of all students and remain within line of sight of all students and other yard duty staff
- 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 staff members have their mobile phone in case of emergencies
- be alert and vigilant, and engage with students, taking an interest in their activities
- 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 with the Business Manager, on Compass and (if required) on eduSafe.

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 relieving 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 Daily Organiser 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 Daily Organiser 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 call the administration office staff in Pavillion A and not leave the designated area until a relieving staff member has arrived.

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

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 administration office staff in Pavillion A for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Where a student is asked to leave the classroom, it is an expectation that an Educational Support Staff (ESS) member or available staff member support and supervise the student/s to arrive at the designated location.

ESS who are aides in the classroom supporting students, cannot be left to supervise a class without a teacher present. The teacher may ask the ESS to get assistance as required.



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 the activity. Appropriate supervision is 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 follows the supervision requirements in the Department of Education [Excursions Policy](#).

Digital devices and virtual classroom

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

Kerrribana Primary School ensures appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students are supervised by staff in the library or an appropriate common space.

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

- student attendance is monitored daily by all staff directly involved with your child
- any wellbeing or safety concerns for the student are 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 require additional supervision, such as students with a disability or other additional needs. In these cases, the Principal or delegate 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 follows our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our school follows the operations guidance issued by the Department.

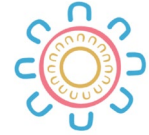
Other areas requiring supervision

Library

The school library is a space where students engage in independent study, research, and reading both. To ensure a conducive environment and promote responsible behaviour, supervision is provided by a teacher or the school Librarian during designated library hours.

Transitions between classrooms and different areas

When students move from one classroom to another or transition to different areas within the school premises, supervision is essential to maintain orderliness and ensure the safety of all students. Teachers and staff members are stationed strategically to supervise these transitions and provide guidance as needed.



Bathroom Usage

We recognise the importance of promoting independence while also ensuring the safety and security of our students. Therefore, arrangements for bathroom usage during class time are outlined as follows:

- students are encouraged to use the bathroom during designated break times, minimising disruptions to instructional time
- a buddy system is in place during class time, encouraging students to go to the bathroom in pairs. This practice not only enhances safety but also cultivates a sense of responsibility among students
- teachers and staff members are available to aid and supervise as needed, ensuring that bathroom breaks are conducted in a safe and respectful manner.

COMMUNICATION

This policy is communicated to our school community in the following ways:

- included in staff induction processes
- discussed at staff briefings or meetings, as required
- made available in hard copy from administration office in Pavillion A upon request.

Information for parents/carers and students on supervision before and after school is available on our school website and parent/carer 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:	July 2025
Approved by:	Principal
Next scheduled review date:	Upon commencement of operations and then again in July 2027. To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter.

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