

Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand this policy, please contact Roberts McCubbin Primary School via email roberts.mccubbin.ps@education.vic.gov.au or phone 9890 2372

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Roberts McCubbin 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

Roberts McCubbin'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. Before and after school, school staff will supervise the school Junior Deck entrance of the school

Parents and carers will be advised through about before and after school supervision for notifications on our school website, regular reminders in our newsletter that they should not allow their children to attend TeamKids outside of these hours. Families will be encouraged to contact [1300 035 000](tel:1300035000) or refer to [TeamKids](#) 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 (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Students who wish to attend school outside of these hours will be expected to sign in and out of the front office until 4:30pm.

Yard duty

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

The Principal or alternative nominee of the Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Roberts McCubbin, school staff will be designated a specific yard duty area to supervise.

Students leaving school premises

The principal is responsible for approving any request for a student to leave the school premises, including during recess and lunch time. Students under 18 must have written permission from a parent or carer.

Yard duty zones

The designated yard duty areas for our school (Term 1, 2026) are

Zone	Area
Zone 1	Junior Deck, Top Basketball Court and 5/6 area-top area toilets
Zone 2	3/4 Playground and up to the Blue Synthetic Pitch – 3/4 toilets
Zone 3	Oval

[illegible]

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored **near staff toilets in administration.**
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored near the staff toilets in the administration building.
- Be familiar with the yard duty information pack containing student health and safety information stored in the first aid office or in the first aid bag
- Carry a mobile phone where possible
- Standard instructions: move methodically, be vigilant, intervene, follow discipline from the Safe & Happy Book and SWPBS
- Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member

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

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- methodically move around the designated zone ensuring active supervision of all students in the large zones, staff are required to move in a rotational position, to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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
- 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 Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass and inform leadership-
- First Aid Officer logs incidents on **CASES21**
- If being relieved of their yard duty shift by another staff member, where the shift is 'split' into 2 consecutive time period, 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 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 Assistant Principal or office 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 send a message to the office/call Assistant Principal, and not leave the designated area until a relieving staff member has arrived.

Students will be 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 child is asked to leave the classroom, in line with our *Student Wellbeing and Engagement Policy* that they are following the School Wide Positive Behaviour Supports or individual Behaviour Support Plan.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact Level Team Member or Leadership for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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

Roberts McCubbin follows the department's [Digital Technologies - Responsible Use policy](#) with respect to supervision of students using digital devices.

Roberts McCubbin 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 where students will undertake virtual and remote learning while at school for example the library/break out space/ common area.

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

- student attendance will be monitored in the morning and afternoon/and every Specialist class
- 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.

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.

Other areas requiring supervision

Where students require supervision such as a library or when students are moving from classrooms to different areas of the school the teacher will monitor the movement to ensure this is done in a safe manner, where a student has support from Education Support, Allied Health or Specialist program such as music, the supervision will be in the domain of this adult.

For students using the toilet, students are expected to go in pairs during class time in external toilets, internal toilets may be used as needed for use as needed.

Supervision of the wellbeing room or utilised as a prayer room will involve a leadership member being notified of the requirement, having open windows so that the room is visible to staff. The space is open for all students as referred by a teacher, the room will be supervised by leadership, and only students are permitted to use the space during class time if communicated with the teacher and leadership.

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
- Included in our staff handbook
- Included as a reference in our school newsletter each term
- Made available in hard copy 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](#)
 - [Digital Technologies - Responsible Use](#)
 - [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 2025
Approved by	Principal
Next scheduled review date	2027

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