Yard Duty Supervision Policy

Toolamba PS

Help for non-English speakers

If you need help to understand the information in this policy, please contact the principal.
toolamba.ps@education.vic.gov.au

PURPOSE

Yard Duty Supervision Policy

Toolamba PS

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

SCOPE

This policy applies to all teaching and non-teaching employees at Toolamba Primary School, including education support employees, casual relief teachers and visiting teachers.

POLICY

Appropriate supervision is an important strategy to monitor student behaviour and enables employees 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 employees 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

Toolamba Primary School's grounds are supervised by school staff Monday to Friday from 8.45am until 3.30pm. Outside of these hours, school employees will not be available to supervise students.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Toolamba Primary School outside of these hours. Families are encouraged to contact our school for more information about the before and after school care facilities available to our school community.

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If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee employee will, as soon as practicable, follow up with the parent/carer too:

- 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 employee 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.

Yard duty

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

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

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Yard duty zones



The designated yard duty areas for our school as of 12/02/2026

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Zone	Area
Zone 1	Yellow
Zone 2	Red

School employees must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Staff Room
- Always carry the yard duty first aid bag during supervision. The yard duty first aid bag will be stored in Staff Room
- Be familiar with the yard duty information pack, containing student health and safety information stored in the Staff Room.
- Yard duty equipment must be returned after the period of supervision or handed to the relieving employee.
- Yard Duty employees carry a mobile phone to enable a quicker response.

Yard duty responsibilities

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

During yard duty, supervising school employees must:

- Methodically move around the yard ensuring active supervision of all
- 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 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 using the appropriate form located in the Staff Room.
- If being relieved of their yard duty shift by another employee (for example, where the shift is 'split' into two consecutive time periods), the employee must ensure that a brief, but adequate verbal 'handover' is given to the relieving employee in relation to any issues which may have arisen during the first shift.

If the supervising employee is unable to conduct yard duty at the designated time, they should contact the principal/leading teacher **with** as much notice as possible, prior to the relevant yard duty shift, to ensure that alternative arrangements are made.

If the supervising employee needs to leave yard duty during the allocated time, they should contact the other yard duty teacher but should not leave the designated area until the relieving employee has arrived.

If the relieving employee does not arrive for yard duty, the employee currently on duty should call the office and not

leave the designated area until a relieving employee has arrived.

Students will be encouraged to speak to the supervising yard duty employee if they require assistance during recess, lunchtime or mini break.

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 for assistance. The teacher should then wait until a replacement 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 and Training Excursions Policy.

Digital Devices and Virtual Classroom

Toolamba Primary School follows the Department's https://www2.education.vic.gov.au/pal/digital-technologies-responsible-use/policy with respect to supervision of students using digital devices.

Toolamba Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on the school site. In these cases, students will be supervised in the Central Learning Space.

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

- Student attendance will be monitored via Google Classroom at the beginning of each session.
- 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 disabilities or other additional needs. In these cases, the principal or delegate will ensure arrangements are made to roster additional employees as required. This may include, 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.

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COMMUNICATION

This policy will be communicated to our school community in the following ways such as including in the staff induction processes:

- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Referred to in our school newsletter
- 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
  - Supervision of Students
  - Visitors in Schools

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Approved by	Principal
Consultation	School Council June 2026 Junior School Council 2026 Newsletter June 2026
Next scheduled review date	June 2028

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