

Woodend Primary School

(Woodend Campus & Carlsruhe Annex)

Yard Duty and Supervision Policy

September 2026 – September 2028



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 5427 2455.

PURPOSE

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

SCOPE

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

Woodend Primary School's grounds are supervised by school staff from 8.45 a.m. until 3.45 p.m. At our Carlsruhe Campus, the grounds are supervised when students and teachers are on site (Mon, Tues, Thurs and Fri from 9.00 until 3.00). Outside of these hours, school staff will not be available to supervise students. Before and after school, school staff will supervise the asphalt areas at the front of the school and near the main office.

Parents and carers will be informed, via the newsletter of the precise times during which the school's grounds will be supervised.

Parents and carers should not allow their children to attend Woodend Primary School outside of the advertised hours. Families are encouraged to contact the school office on 5427 2455 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 a 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/Assistant Principal or class teacher follow up with the parent/carer 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 they are registered)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

At 3.45 each day the office will make an announcement specifying that any students that are still in the yard and have not been collected at the end of the day by an adult, to come to the office.

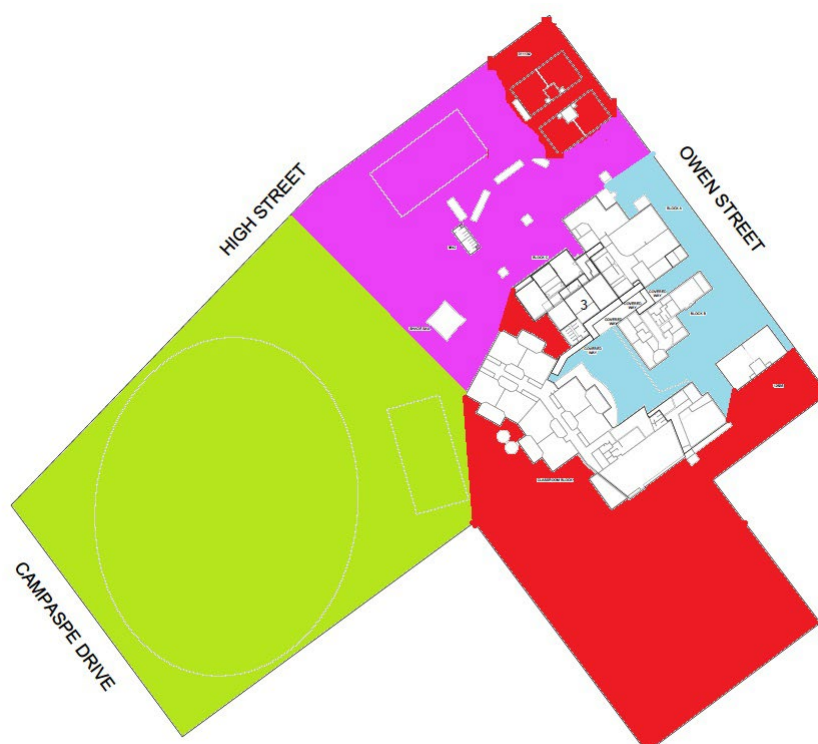
Yard duty

All staff at Woodend 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 Woodend Primary School, school staff will be designated a specific yard duty area to supervise. At our Carlsruhe Campus a minimum of 1 teacher will be on yard duty during recess and lunch times. The teacher will do a continuous attentive sweep of all areas including the oval and gardens.

The designated yard duty areas for our school as of 2026 are:

	Oval duty
	Deck duty
	Courtyard duty
	Out of bounds area



Yard Duty Equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Each staff member will be provided with a hi-vis vest. Spare hi-vis vests are located at the office.
- carry the yard duty first aid bag at all times during supervision. These are stored in every second classroom.
- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. At this time handover will briefly occur between staff.

During yard duty, supervising staff must:

- methodically move around the designated zone, actively supervising
- 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)
- be alert and vigilant and practice active supervision
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce school wide behavioural expectations and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in your school's *Student Engagement and Wellbeing* 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
- 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 Assistant Principal/Principal or Business Manager (office) 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/Principal or Business Manager (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 ring or send a child with a message to the Assistant Principal/Principal or Business Manager (office) and not leave the designated area until a replacement 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 teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the teacher in the closest class, Year Level Coordinator/Principal/Assistant Principal 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

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

Woodend Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site e.g the VHAP, high abilities online program. In these cases, students will be supervised.

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

When students are moving around the school from one class to another, such as movement to and from specialist classes, they will supervised by a teacher.

When students are going to the toilet or office, during class time, for safety reasons, students will be sent in pairs or groups of three.

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 as a reference 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	September 2026
Consultation	With School Council optional
Approved by	Principal
Next scheduled review date	September 2028 The mandatory minimum review cycle for this policy is 2 years.

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