



## YARD DUTY AND SUPERVISION POLICY

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Rochester 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 in place during school hours, before and after school, and on school excursions and camps.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time, and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

#### Before and after school

Rochester Primary School grounds are supervised by school staff from 8.40am until 3.35pm. Outside of these hours, school staff will not be available to supervise students

Parents and carers should not allow their children to attend Rochester Primary School outside of these hours. Families are encouraged to contact the Principal – Kate Whitford on 03 54841072 if there is a pressing need for a child to be supervised outside of these hours. Please note that this will only be granted on a temporary basis and in exceptional circumstances.

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/carers 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

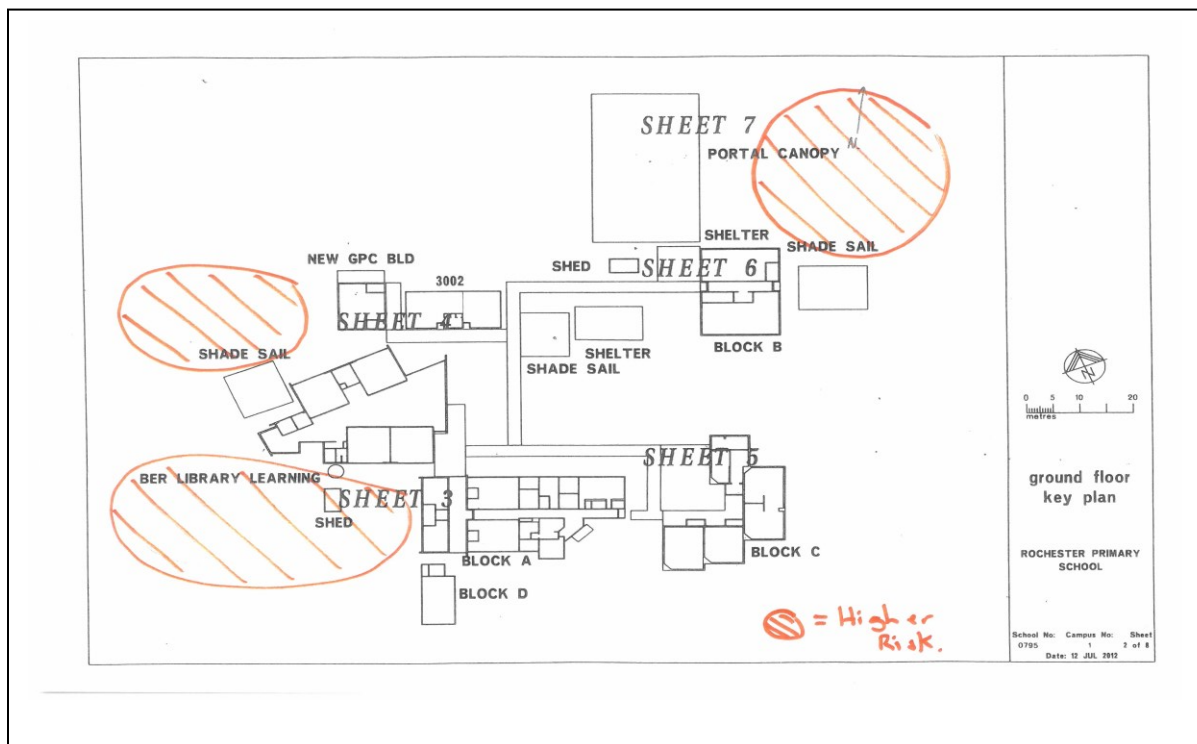
- attempt to contact the emergency contacts
- place the student in an out of school hours care program
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care, and protection of the student.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

## Yard duty

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

The principal is responsible for preparing and communicating the yard duty roster on a regular basis. This may be delegated to another member of the school's leadership team acting under the principal's authority. At Rochester Primary School, school two staff members work in tandem to constantly circulate around the grounds independently of each other. Areas considered "high risk" from a "child safe perspective are expected to be closely monitored



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staff room and need to be physically exchanged to ensure a clear hand over, takes place.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. [hi-vis vest exchanged.]

During yard duty, supervising staff must:

- methodically move around the school grounds ensuring active supervision of all students.
- 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
- 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 our 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 the Xuno portal or report directly to a member of the school leadership team.
- 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 a member of the leadership team 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 a member of the school leadership team 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 alert a member of the school leadership team 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 their "team" teacher in a connecting room. If this is not possible a classroom alert card should be used to inform the school leadership that assistance is required in the classroom. 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 activities. Appropriate supervision will be planned for special 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.

Rochester Primary School follows the department's Digital Technologies - Responsible Use policy with respect to supervision of students using digital devices.

Rochester Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site.

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

- student attendance will be monitored [insert arrangement at your school, for example daily/every 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.

### 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](#)
  - [School Community Work](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

### POLICY REVIEW AND APPROVAL

Policy last reviewed	January 2026
Approved by	Principal
Next scheduled review date	January 2028

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