



# YARD DUTY AND SUPERVISION POLICY

DROMANA PRIMARY SCHOOL



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Dromana Primary School on 03 5987 2367 or [dromana.ps@education.vic.gov.au](mailto:dromana.ps@education.vic.gov.au).

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Dromana 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.

### 1. Before and after school

Dromana Primary School's grounds are supervised by school staff from 8:45 am until 3:45 pm. Outside of these hours, school staff will not be available to supervise students.

Areas of the school include the front and side basketball courts, middle courtyard as well as the school oval. Classroom teachers will be available from 8:50 am each morning for students to enter their classroom prior to the 9am commencement of learning.

Parents and carers will be advised through our newsletters, website and via Compass that they should not allow their children to attend Dromana 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.

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.

## 2. Yard duty

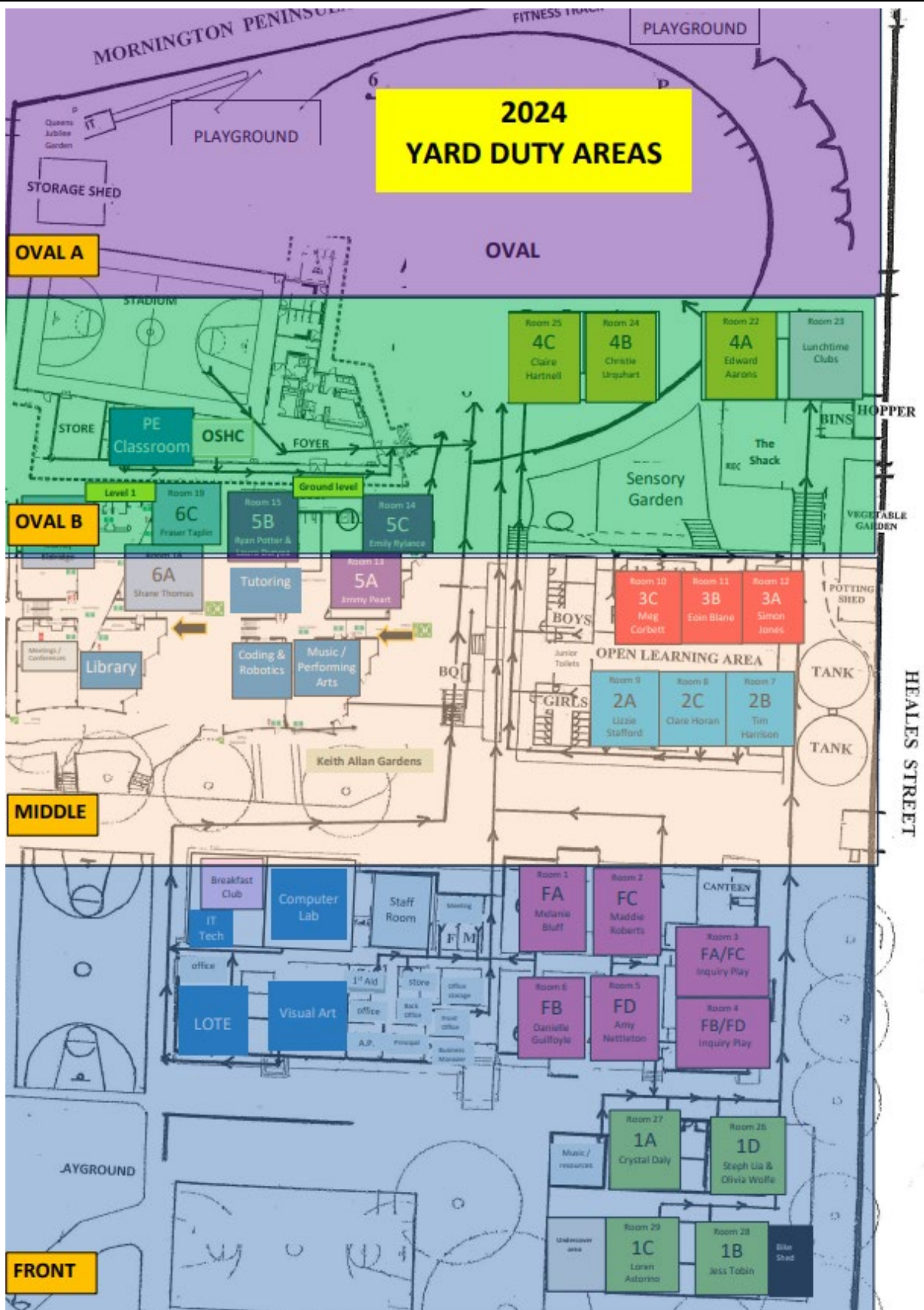
All generalist classroom teachers at Dromana Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal and leadership team is responsible for preparing and communicating the yard duty roster on a regular basis. At Dromana Primary School, school staff will be designated a specific yard duty area to supervise according to the weekly roster.

## 3. Yard duty zones

The designated yard duty areas for our school (as at insert date e.g. Term 2, 2026) are:

<b>Zone</b>	<b>Area</b>
Oval A	Oval – top area of the oval including the playgrounds
Oval B	Oval – focusing on the soccer pitch and behind the portables on the oval.
Middle	Middle- areas around Block B and main toilet areas
Front	Front – Front basketball courts as well as side basketball court.



YARD DUTY EQUIPMENT

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staffroom along with carry bags.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in with the vests in the staffroom.
- Be familiar with the yard duty information pack containing student health and safety information stored and listed within the staff handbook as well as on Compass. Replacement teachers will have access via the CRT folder that is collected upon sign in each morning from the office. Health alert information is also listed in the First Aid carry bags that are required for each yard duty (collected from the staffroom).

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

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## 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 staff must:

- methodically move around the designated zone ensuring active supervision of all students, completing a circuit of the zone.
- 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 Dromana Primary 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 in Compass and inform a member of leadership.
- 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 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 the leadership team or office 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 send a message to the office/staffroom 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.

#### 4. Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a student requires the bathroom or to deliver a message to the office or another class, students are required to move in pairs.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the office or Year Level Coordinator for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

#### 5. 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](#).

#### 6. Digital devices and virtual classroom

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

Dromana Primary School is involved in the Victorian High Abilities Program that requires access to teaching staff via the use of devices. Dromana Primary School 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 by the Dromana Primary School program coordinator in the same way a classroom would be supervised.

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

- student attendance will be monitored if a class is attended remotely by the classroom teacher
- 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.

#### 7. 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.

#### 8. 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.

#### 9. Student movement within the school

Students are required to move in pairs whenever moving around the school during class sessions with examples including visiting the bathroom and sending messages to the office.

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
- Made available in hard copy from administration upon request

Information for parents and students on supervision before and after school is available on our school website.

### FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [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	April 2026
Approved by	Principal
Next scheduled review date	Before March 2028

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