Respect, Responsibility and Resilience
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Yard Duty and Supervision Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact Werrimull P-12 School on 03 5028 1251 or werrimull.p12@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 Werrimull P-12 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

Werrimull P-12 School grounds are supervised by school staff from 8:45am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the school oval and bus pick up zone.

Parents and carers will be advised through a notification on our school website, regular reminders in our newsletter that they should not allow their children to attend Werrimull P-12 School outside of these hours.

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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Werrimull P-12 are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal or the Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At WerrimullP-12 School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school as at ***Term 1, 2026***

Area 1

This yard duty area is supervised by two, yard duty teachers with identified students provided with close supervision. These staff are expected to supervise all outside areas during yard duty, paying particular attention to ensuring no students are in any out of bounds areas, such as behind the portables, east of the rotunda and discovery centre or in classrooms.

Lunch Club

Lunch club yard duties will occur during lunch breaks on Monday to Thursday. Teachers must provide active supervision in line with duty of care requirements and maintain a safe, inclusive, and respectful environment. Explicitly teach and model positive social skills, including communication, turn-taking, cooperation, and conflict resolution. Facilitate structured and guided activities that support positive peer interactions, monitor student engagement, and respond to social challenges using proactive, strengths-based and restorative practices to promote wellbeing, inclusion, and a sense of belonging.

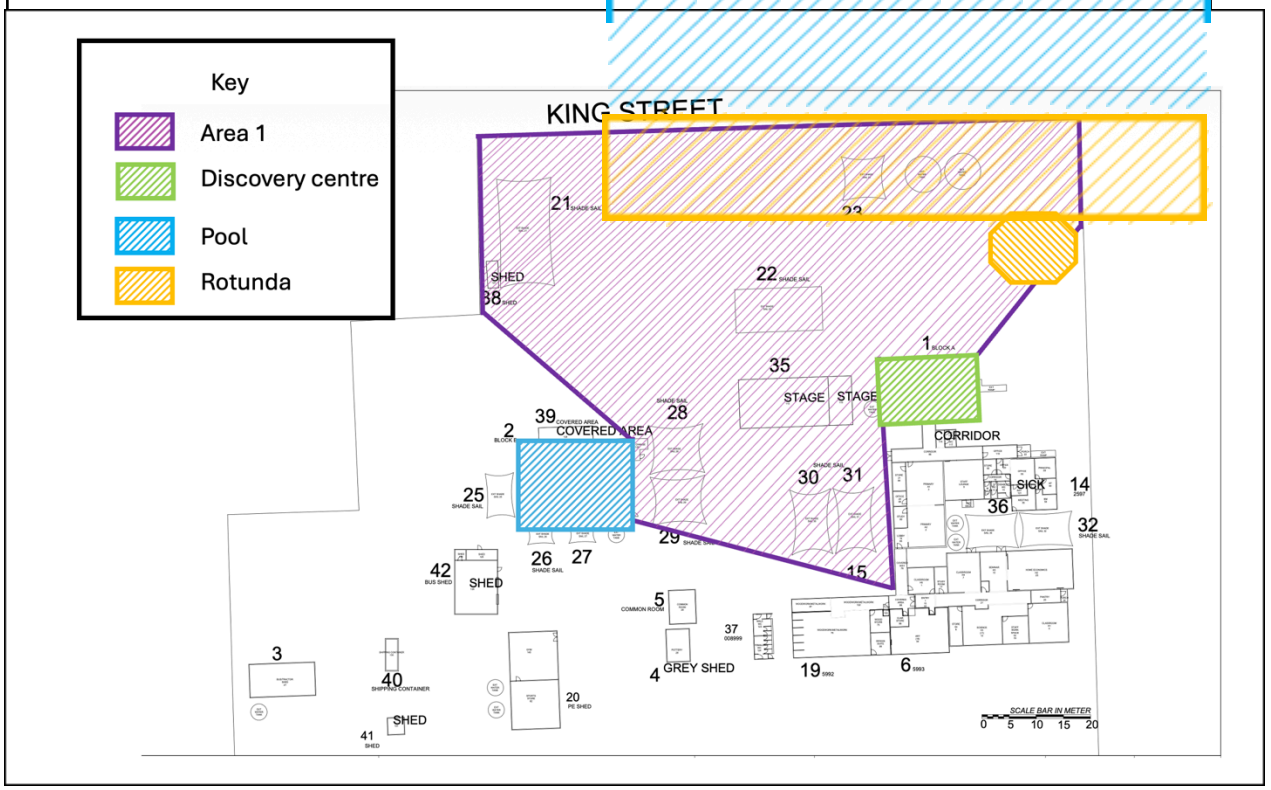
Pool

The pool will be open during breaks at the discretion of the Principal or Assistant Principal in the event of Inclement weather. When on duty a teacher must always provide active and vigilant supervision in accordance with duty of care and school procedures. Position yourself to maintain clear lines of sight across the pool and surrounding areas, actively scan for hazards, and enforce pool safety rules consistently. Support the direction of qualified aquatic staff, respond immediately to unsafe behaviour or emergencies, and ensure students follow instructions at all times. Maintain professional boundaries, manage student behaviour proactively, and report any incidents, injuries, or safety concerns in line with school and DET procedures.

Rotunda

The rotunda will be supervised by the teachers allocated to Area 1 supervision duties. Staff will provide active supervision at all times, including regular scanning, purposeful movement through the space, and proactive monitoring of student interactions to ensure a safe and orderly environment. Teachers will also ensure that access to the rotunda is restricted to students in Years 10–12 only, redirecting younger students as required. This approach supports the school's duty of care obligations and aligns with Department of Education and Training (Victoria) expectations regarding effective yard supervision and student safety.

Zone	Area
Area 1	The yard duty zone that captures all in bound areas during Yard Duty supervision
Lunch Club	School's Discovery Centre



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored [insert detail]
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the front office.

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

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 school staff must:

- methodically move around the designated zone 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
- 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
- Children are expected to play with children of similar age in the yard.
- F-2 children are expected to use the inside toilets in pairs.
- 3-6 students are expected to visit toilets in pairs.

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 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/staff room 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 teacher needs to leave the classroom unattended at any time during a lesson, they should first contact The Principal or 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

Werrimull P-12 School follows the department's Digital Technologies - Responsible Use policy with respect to supervision of students using digital devices.

Werrimull P-12 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 in the study space in the Secondary Building.

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.

Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- Structure Workplace Learning
- School Based Apprenticeships and Traineeships
- Work Experience
- School Community Work

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.

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 the front office 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	10/02/2026
Approved by	Principal
Next scheduled review date	Before 10/02/2028

This policy will also be updated if significant changes are made to school grounds that require a revision of Werrimull P-12's yard duty and supervision arrangements