

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please see the Principal, Katrina Ellis.

PURPOSE

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

SCOPE

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

Tecoma Primary School's grounds are supervised by school staff from 8:45am until 9:00am and from 3:30 until 3:45pm each afternoon. During these times a member of staff will be located at the front entrance of the school. Outside of these hours school staff will not be available to supervise students.

Parents and carers will be advised each term, via regular reminders in the school's newsletter, that they should not allow their children to attend Tecoma Primary School outside of these hours. Families are encouraged to contact the school office on 97542354 for more information about the before and after school care facilities (Tecoma OSHC), which is available for students at Tecoma Primary School.

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 the school's Out of School Hours Care (OSHC) program, if available
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Tecoma 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. Any amendments to the Yard Duty Roster will be emailed to all staff in the school's Daily Bulletin, given to any CRTs at the commencement of the day and displayed in the staff room.

Yard duty zones

At Tecoma Primary School:

- one staff member supervises the grounds between 8.45am and 9.00am and from 3.30pm until 3.45pm
- three staff members supervise the grounds, in Areas 1, 2 and 3, throughout each recess and lunchtime in designated areas.

The designated yard duty areas for our school (as of Term 1, 2026)

Area	Parts of school covered by this area	
Area 1	outside the library asphalt, toilets, gazebo, footpath, junior (F – 2) playground, staffroom area, quiet area	
Area 2	amphitheatre, hall, embankment, roadway, around 1/2 building, basketball courts	

- model SunSmart practices by wearing a hat, during the school's SunSmart months (refer to SunSmart Policy) and ensure students are wearing hats too.
- 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 and Wellbeing Policy, incorporating the SWPBS Major/Minor Behaviours Flowchart
- ensure that students who require first aid assistance receive it as soon as practicable
- log any major or minor behaviours or near misses, as appropriate, on COMPASS, (or for CRT's on an incident report sheet found in the Yard Duty bag, which is then handed to the Welfare Coordinator/Assistant Principal)
- reward students for demonstrating school values and SWPBS expectations shown in the playground (e.g. hat wearing, picking up rubbish, looking out for others).

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving 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 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 contact the Assistant Principal 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.

Wet Day/Extreme Weather Supervision

- Students should remain in their classrooms under supervision during recesses and lunch times when the weather is unsuitable for them to be outside.
- This whole school decision is made by the designated staff member in charge.

Classroom

- The classroom teacher is responsible for the supervision of all students in their care during class.
- Attendances are marked online, on COMPASS (or Casual Relief Teachers CRT's in paper form) before 9:30am each morning and after lunch to ensure all children are present and accounted for. Where paper copies are generated, attendance slips are sent to the office at the beginning of the school day.
- At no time are students to be left unsupervised in the classroom or specialist areas. This includes before and after school, lunchtimes and recess breaks.
- It is not appropriate to leave students in the care of ancillary staff, parents or trainee teachers (by law, the duty of care cannot be delegated).
- It is not appropriate to leave students in the care of external education providers, for example incursion providers (by law, the duty of care cannot be delegated).
- In an emergency situation, if a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their teaching buddy, team leader, Assistant Principal or Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.
- No student is to be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal is to be conducted by sending a student to a colleague's classroom, or to the Assistant Principal or Principal. This should be accompanied/followed by documentation.

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

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

Tecoma 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 teacher who has arranged for the activity to take place.

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

- student attendance will be monitored daily
- 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. and, by contacting (where appropriate the child's parent), the Assistant Principal or Principal.

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

Extreme care needs to be taken in allowing students to leave the room for any reason

- Use of students as monitors outside the room during class time should normally occur with the approval of the area Leader and/or Principal-Assistant Principal. Children must not be unaccompanied
- Classes should be accompanied by a teacher when proceeding to and from different areas of the school
- Discretion is to be used when allowing students to visit the toilet during class time. At all times students going to the toilet must go in pairs.

COMMUNICATION

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Included on the school website
- 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

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Digital Technologies - Responsible Use](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	5/05/2026
Approved by	Principal - Katrina Ellis
Next scheduled review date	May 2027

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