

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Crib Point Primary School Main Office 03) 5983 9282.

PURPOSE

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

SCOPE

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

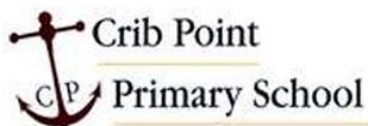
Before and after school

Crib Point Primary School's 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.

Between 8:15am and 8:30am Crib Point Primary School will have a staff member supervising the courtyard area, while Breakfast Club is running.

Between 8:30am and 8:45am Crib Point Primary School will have staff supervision in the courtyard, senior basketball court 1, near the amphitheatre and sandpit areas.

Between 3:15pm and 3:30pm there will be a staff member supervising the crossing out the front of the school (Milne Street), along with one additional staff member supervising students exiting the school grounds.



Parents and carers will be advised through newsletters and Compass notifications about before and after school supervision. Parents and carers should not allow their children to attend Crib Point Primary School outside of these hours. If they are unable to adhere to these times they should make alternative arrangements for the pickup of their child or book their child in to our after school care program with Camp Australia. Families are encouraged to contact Camp Australia on 1300 105 343 or www.campaustralia.com.au 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.

Yard duty

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

The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Crib Point Primary 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 are:

Zone	Area
Zone 1 – Light Blue	Courtyard, Junior Playground areas. Foundation to Year 2 Students
Zone 2 – Light Blue with Crimson Outline	Courtyard. Foundation to Year 6 Students
Zone 3 – Orange	Senior Playground areas. Year 3 to Year 6 Students



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be supplied to all staff and stored in classrooms with spares available on the hooks in the staffroom.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staffroom.
- Be familiar with the yard duty information pack containing student health and safety information stored in the main office admin 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 (excluding drop off and collection periods)
- 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
 - In minor cases, yard duty teachers can treat students on the spot using the supplies in their 'bum bag' eg: bandaid on a minor graze.
 - In more significant cases, students should be sent to the office for first aid treatment. When sending students in to the first aid room the yard duty teacher should give students a first aid card to signify that they have spoken to a teacher.
 - In severe cases, the yard duty teacher should contact the office via mobile phone or through another student to seek first aid support at the location of the accident.
- log any incidents or near misses as appropriate in a Yard Duty Book and 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), 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 Principal/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 Principal/Assistant Principal/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 send a message/contact the office/call Assistant Principal/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.

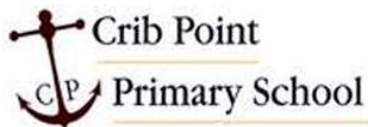
Classroom/Specialist Classes

The classroom/specialist 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 front office 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

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

Crib Point 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 in the library/break out space/ common areas.

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

Students must be supervised at all times. This includes the transition of classes from one part of the school to another eg walking to assembly, the library, or going to a specialist area.

In the morning specialist teachers will collect grades and take to specialist lessons.

At the end of the specialist lesson classroom teachers will collect their students unless they are being sent out to play, dismissed at the end of day or are transitioning to another specialist lesson.

Where there is a change over from specialist to specialist they can exchange grades in the middle or make arrangements for one specialist to take to another. Either way students must be supervised at all times and must not be sent back to class without teacher supervision.

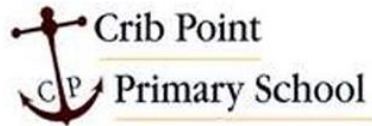
After play and lunch time classes will line up at specialist areas.

Students are expected to move around the school or go the bathrooms in pairs during class time.

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
- 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 or via Compass.

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	April 2026
Approved by	Principal
Next scheduled review date	April 2028

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