



**Glenroy Central
Primary School**

YARD DUTY AND SUPERVISION POLICY

Reviewed: December 2024

Review: November 2026



If you need help to understand the information in this policy, please contact the school office on 93064144.

Purpose

Teachers have a duty of care to the students. As part of that duty of care teachers are required to supervise students adequately. This requires not only protection from known hazards, but also from those that could arise (i.e. those that the teacher should reasonably have foreseen) and against which preventative measures could be taken.

Scope

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, including local walking excursions, and camps.

This policy applies to all teaching and non-teaching staff at Glenroy Central Primary School, including education support staff, casual relief teachers and visiting teachers. 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.

Implementation

Before and After school

- Glenroy Central Primary School (GCPS) grounds are supervised by school staff before school from 8:45am to 9.00am and after school from 3:20pm to 3:35pm. Outside of these hours, school staff will not be available to supervise students.
- Parents and carers will be advised through our school website, regular reminders in our newsletter and XUNO, that they should not allow their children to attend GCPS outside of these hours. Families will be encouraged to contact the office, or our [website](#), for more information about the before and after school care facilities available to our school community.
- Parents and carers should not allow their children to attend our school outside of these hours.
- Before and after school care can be accessed
- 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)
 - 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.

Yard Duty

- All staff are expected to assist with yard duty supervision and will be included in the weekly roster
- All staff will be designated a specific yard duty area to supervise. Area A (Foundation playground and one basketball court), Area B (1/2 and 3/4 playground, seating area and one basketball court) and Area C (oval, inclusive playground and fitness equipment) are detailed on our Yard Duty Timetable **(Appendix 1)**
- School staff must wear a provided safety/hi-vis vest and carry a first aid bag whilst on yard duty
- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher
- During yard duty, supervising staff must:
 - ensure students correct students are on designated playgrounds
 - methodically move around the designated zone
 - 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 Student Engagement and Wellbeing Policy
 - ensure that students who require first aid assistance receive it as soon as practicable
 - remain on duty whilst the music is playing to ensure the safe transition of students to their lines.
- 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.
- Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

Hot/Wet day

On extreme weather days, teachers will follow the Hot/Wet day timetable.

Learning Community

Teachers are responsible for the supervision of all students in their care during learning time.

If a teacher needs to leave at any time during a lesson, they should first contact the Office for assistance.

The teacher should then wait until another staff member has arrived to supervise prior to leaving.

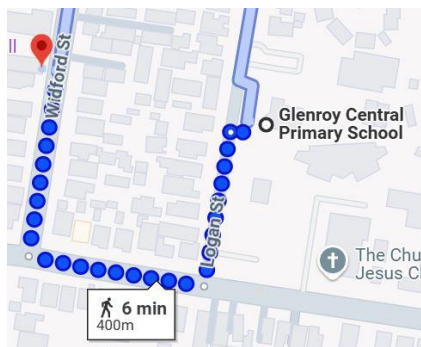
School Activities, Camps and Excursions

The Principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions. 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.

Staff who are on excursions or camps are responsible for making swaps to cover their yard duty and informing the Assistant Principal.

Before and After Care

Students are appropriately supervised during travel from before and to after care at Corpus Christi Primary School. Provisions will be made for hot/wet or extreme weather as per the parent/guardian consent agreement.



Digital Devices and Virtual Classroom

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

Our school will 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 Learning Communities.

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.

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.

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 in our school newsletter.

Evaluation

This policy has been endorsed by the principal and will be reviewed every two years. This policy will also be updated if significant changes are made to school grounds that require a revision of our school's yard duty and supervision arrangements.

Appendix 1

