

YARD DUTY AND SUPERVISION POLICY

Position Held On Council:	Name:	Reviewed Date:
President:	Toneea Watson	18TH March 2025
Acting Principal:	Lyn Coulter	
	Date To Be Reviewed:	March 2026



Help for non-English speakers.

If you need help to understand the information in this policy, please contact the Administration Office.

PURPOSE

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

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This policy applies to all teaching and non-teaching staff at Robinvale College, 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

Robinvale College's grounds are supervised by school staff from **8.30am until 3.25pm**. Outside of these hours, school staff will not be available to supervise students.

Breakfast Club is available in the Food Tech building, Room 26, from 8.00am until 8.45am

Parents and carers will be advised through our Newsletter, Compass, Facebook, and the school website that they should not allow their children to attend Robinvale College outside of the supervised hours. Families will be encouraged to contact the office on 03 5026 3704 or refer to robinvale.vic.edu.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.

Students who wish to attend school outside of these hours will be expected to sign in and out of the Administration Office (Compass Kiosk) or report to extracurricular activities – attending Breakfast Club or the Homework Club in the Library Mondays and Thursdays.

Yard duty

All teachers at Robinvale College are expected to assist with yard duty supervision and will be included in the roster.

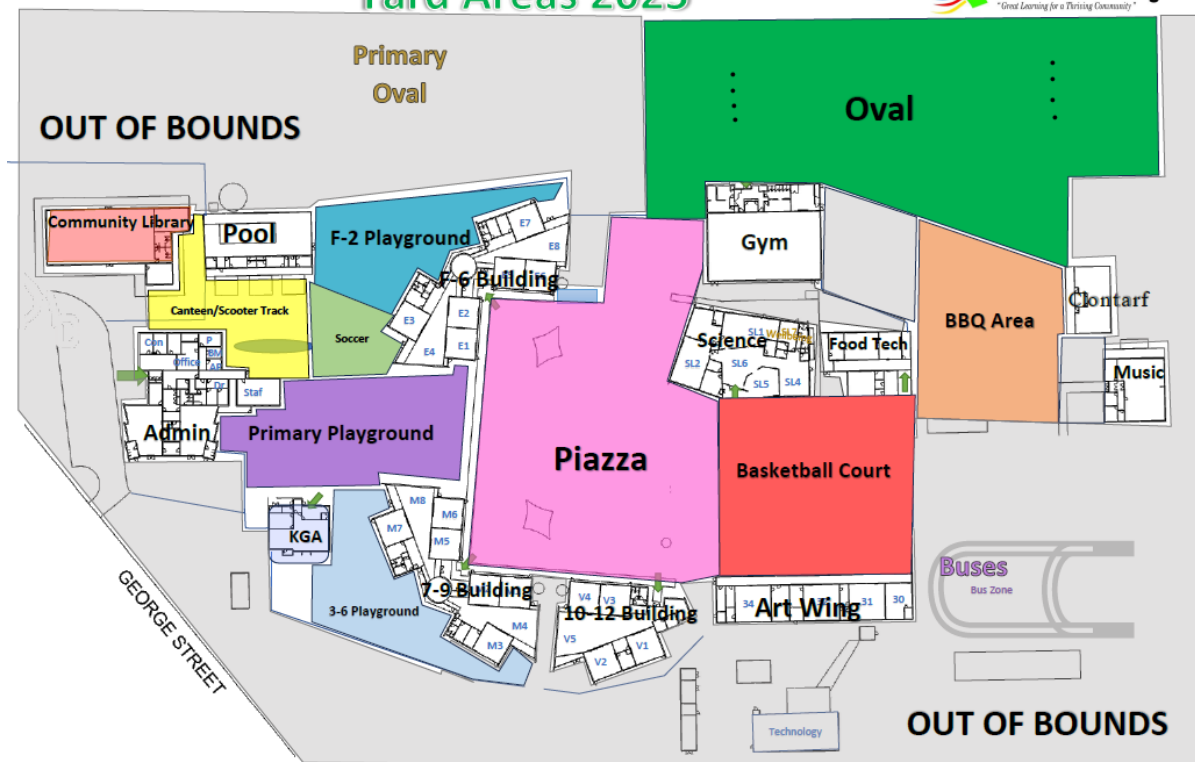
The Principal or alternative nominee e.g. Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Robinvale College, teacher yard rosters will be published on teacher Compass timetables. At Robinvale College, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school as at February, 2025 are as shown in the map below

Piazza	Canteen
F-2 Infants Playground	Library
5-12 Oval	Gym
Front Admin Area	Buses
Basket Ball Court	Primary Playground
Soccer	3-6 Playground

Yard Areas 2025



Yard duty equipment

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be issued to each staff member. Spare vests are kept in the staff common rooms.
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in each of the Learning Community common rooms/staff rooms.
- Be familiar with the yard duty areas posted in community areas and the Staff common room.
- Be familiar with students with medical conditions/health and safety concerns posted in the staff common rooms.

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

Yard duty responsibilities

Teachers 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 teachers must:

- methodically move around the whole 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)
- be alert and vigilant.
- Ensure students remain in their designated year level zones.
- 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. If a student cannot be safely moved to the first aid office, call the front office on 03 5026 3704 for a first aid trained person to be sent to your location.
- log any incidents or near misses as appropriate on Compass Chronicle and Edusafe Plus.
- Ensure students move to class at the warning bell.

If being relieved of their yard duty shift by another teacher (Lunch 1 to Lunch 2 changeover), 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 teacher is unable to conduct yard duty at the designated time, they should contact the Daily Organiser/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 teacher needs to leave yard duty during the allocated time, they should contact the Daily Organiser/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 Daily Organiser/Assistant Principal/front office, 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 Community Coordinator for assistance. If Community Coordinator is not available, contact a Leading Teacher or Assistant Principal. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

School activities, camp 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 is to be planned by the event organiser and submitted to the Operations Team when seeking approval for an event. Supervision for school activities, camps and excursions is to be determined 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 and Training Excursions Policy.

Digital devices, and virtual classroom

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

Robinvale College 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 timetabled study classes, with attendance recorded via Compass.

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 and Training 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](#)
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Independent Study

Year 12 Students only will have one study block of three sessions per week. This will be timetabled as a formal “study hall” where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. Students will not be permitted to leave school grounds during these sessions.

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

Community Garden

Students using the Community Garden are to be under the supervision of a staff member at all times.

Clontarf

Students accessing Clontarf during Recess and Lunch times are supervised by Clontarf staff. Secondary Oval yard supervisors will regularly check around the Clontarf building. No student is to be behind the Clontarf building, or between Clontarf and Music rooms without direct staff supervision. During class time students are to be in scheduled classrooms. Clontarf staff may visit classrooms and community areas during class time to support Clontarf students in educational engagement. Students are not to be sent to the Clontarf room. If Clontarf support is required, teachers may contact Clontarf staff who will come to the student(s) if they are available.

Koorie Girls Academy

Students accessing KGA during Recess and Lunch times are supervised by rostered teachers and KGA staff. Piazza yard duty supervisors will regularly check around the KGA building. No student is to be between the KGA and ELC without direct staff supervision. During class time students are to be in scheduled classrooms. KGA staff may visit classrooms and community areas during class time to support KGA students in educational engagement. Students are not to be sent to the KGA. If KGA support is required, teachers may contact KGA staff who will come to the student(s) if they are available.

Year 12 Room

Piazza yard supervisor will regularly check the Year 12 room. No students except Year 12 are permitted to be in the Year 12 room without direct supervision of a staff member.

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.

FURTHER INFORMATION AND RESOURCES

- 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	[insert date]
Approved by	Principal
Next scheduled review date	[insert date – noting that the mandatory minimum review cycle for this policy is 2 years]

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