



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal on 03 5829 8264.

PURPOSE

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

SCOPE

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

Tallygaroopna Primary School's grounds are supervised by school staff from 8.30am - 9am, 11.00 - 11.40am, 1.25pm – 1.45pm and 3.25pm - 3.45pm. Outside of these hours, school staff will not be available to supervise students. Our school regularly informs parents/carers of the precise times during which the school's grounds will be monitored via the school newsletter.

At the beginning (8.30am – 9am) and end of the day (3.25pm – 3.45pm), the front of the school is supervised. Staff will also monitor the school grounds during morning and afternoon recess. During morning recess, the GEM Space will also be supervised for inside play.

Parents and carers will be advised through reminders in the newsletter that they should not allow their children to attend Tallygaroopna Primary School outside of these hours. Families will be encouraged to contact the Principal on 58298264 or refer to our school website 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 applicable – enrolment form) • 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.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

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

The principal or alternative nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Tallygaroopna Primary School, school staff will be required to monitor the entire school area. The yard duty supervisor is expected to supervise all outside areas during yard duty, paying particular attention to ensuring no students are in any out of bound areas, such as behind any buildings, the large tree area and the car park to the side of the main building next to the skips.

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Project Space in the main building.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the Project Space in the main building.
- Be familiar with the yard duty information pack containing student health and safety information stored at the office in a summary form. More personal medical information is in the First Aid room in a folder. All staff have this student medical information emailed them constantly throughout the year if it changes from CASES.

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 teacher.

During yard duty, supervising staff must:

- methodically move around the school grounds ensuring active supervision of all students. This would include large areas and potential hot spots such as the school oval and the basketball court which can be monitored if needed from one position – between both outside areas.

- 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
- 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 our school's Student Engagement and Wellbeing policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate i.e. black book, first aid register. Etc.
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.
- any yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the 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 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 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

The classroom teacher is responsible for the supervision of all students in their care during class. If a student is asked to leave the classroom, the Principal should be contacted to ensure that this situation is managed appropriately.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Principal or another staff member in close proximity 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 relevant staff 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 and Training [Excursions Policy](#).

Digital devices and virtual classroom

Tallygaroopna Primary School follows the Department's [Digital Technologies - Responsible Use](#) with respect to supervision of students using digital devices. All students abide by the schools E Smart Policy and Grade 5/6 students who are actively involved in the schools BYOD program are also to sign relevant school documentation in regard to appropriate school use.

Tallygaroopna 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 a class teacher, generally in the senior classroom as they undertake virtual and remote learning while at school.

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

- student attendance will be monitored on a daily basis
- 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 along with our schools Remote Learning Policy.

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 as a reference in our school newsletter
- 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 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	1 st December 2025
Approved by	Principal
Next scheduled review date	Before End of 2026 – 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 Tallygaroopna Primary School's yard duty and supervision arrangements.