



## YARD DUTY AND SUPERVISION POLICY

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Willow Grove 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

Willow Grove 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.

Parents and carers will be advised through our Parent Handbook and annual reminders in our school newsletter that they should not allow their children to attend Willow Grove Primary School outside of these hours.

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/carers to:

- advise of the supervision arrangements before school
- request that the parent/carers 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)



## Willow Grove Primary School

39-45 Moe-Willow Grove Road, Willow Grove VIC 3825

Phone: (03) 5635 2271

ABN: 44 446 257 821

Email: [willow.grove.ps@education.vic.gov.au](mailto:willow.grove.ps@education.vic.gov.au)

Web: <http://www.willowgroveps.vic.edu.au/>

Principal: Miss Tamara Halket

- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

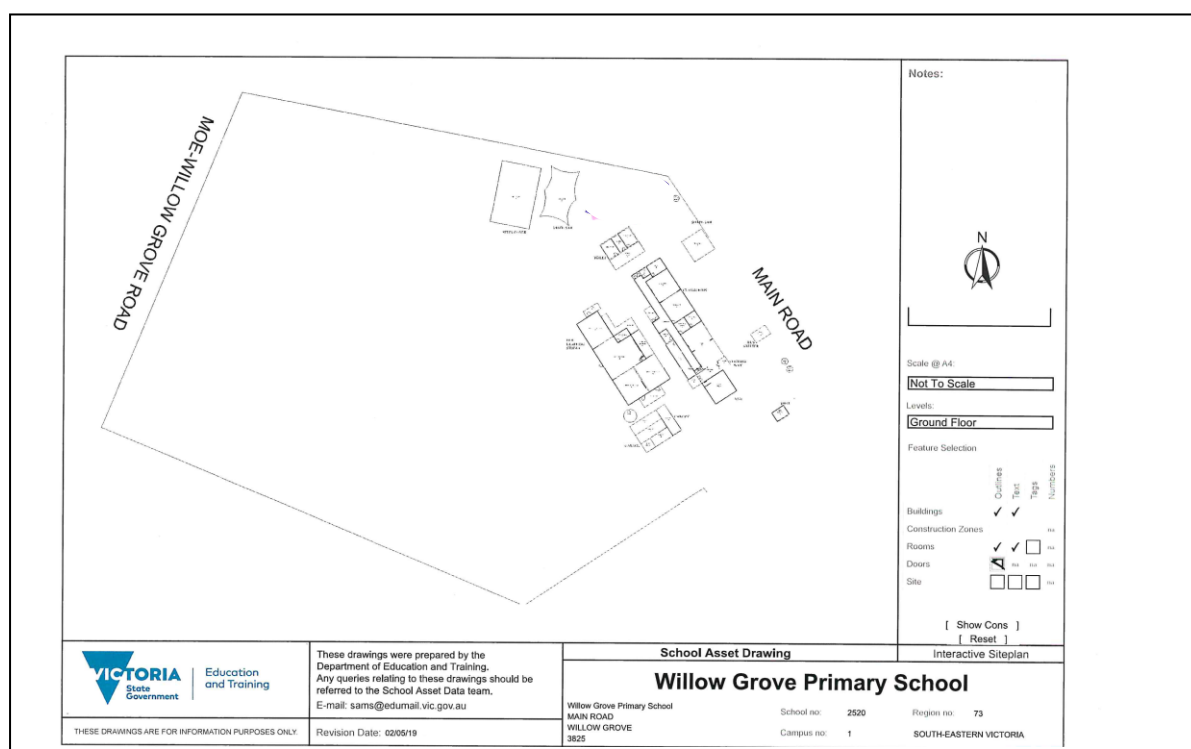
### Yard duty

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

The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Willow Grove Primary School, staff are responsible for supervising the entirety of the yard area.

### **Yard duty zones**

The designated yard duty areas for our school are:



### 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 ensure another staff member is able to supervise the class. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

In the case of urgent or emergency situations, the teacher may send a text to the Principal or nominee informing them of the circumstances.



### 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 and Training [Excursions Policy](#).

### Digital devices and virtual classroom

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

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

- student attendance will be monitored via check-ins, virtual classrooms or other agreed protocol
- 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 students 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
- Made available in hard copy from the office, upon request

Information for parents and students on supervision before and after school is available on our school website.

## **FURTHER INFORMATION AND RESOURCES**



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

### POLICY REVIEW AND APPROVAL

|                            |           |
|----------------------------|-----------|
| Policy last reviewed       | 2026      |
| Approved by                | Principal |
| Next scheduled review date | 2028      |

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