



Glenrowan Primary School
Beaconsfield Pde
Glenrowan Victoria 3675

Ph: (03) 5766 2221 Fax: (03) 5766 2325



Winton Primary School
Fox Street
Winton Victoria 3675

Ph: (03) 5766 4233 Fax: (03) 5766 4396

Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Language Loop - 03 9280 1955

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Glenrowan and Winton Primary Schools, 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

Glenrowan and Winton Primary Schools grounds are supervised by school staff from 8:45am until 3:15pm (Winton) and 3:45pm (Glenrowan). Outside of these hours, school staff will not be available to supervise students.

At Glenrowan, before school, staff will supervise the court area and first playground. After school, staff will supervise the front entrance and bus area.

At Winton, before school, staff will supervise the playground, sandpit and front of school. After school, staff will supervise the front entrance.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Glenrowan and Winton Primary Schools 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/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 teaching staff at Glenrowan and Winton Primary Schools are expected to assist with yard duty supervision. Glenrowan staff will be included in the fortnightly roster.

The Principal is responsible for preparing and communicating the yard duty roster on a regular basis.

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 signed in (excluding drop off and collection periods)
- ensure students remain in the designated areas
- 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
- log/report any incidents or near misses as appropriate

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

Digital devices and virtual classroom

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

Glenrowan and Winton Primary Schools 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 BER building at Glenrowan and the main classroom at Winton.

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

- student attendance will be monitored by the classroom teacher
- 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
- Included in our school newsletter
- Made available in hard copy from the school office

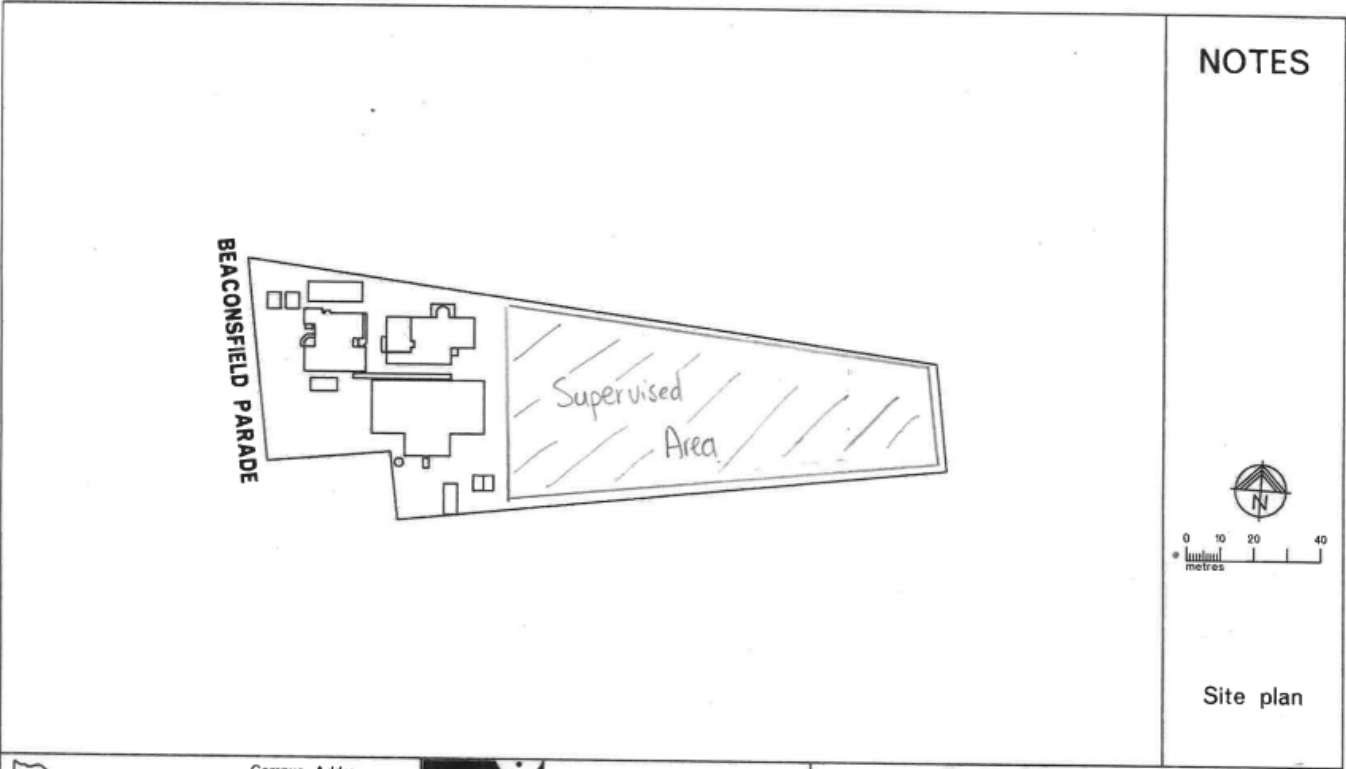
Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

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](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

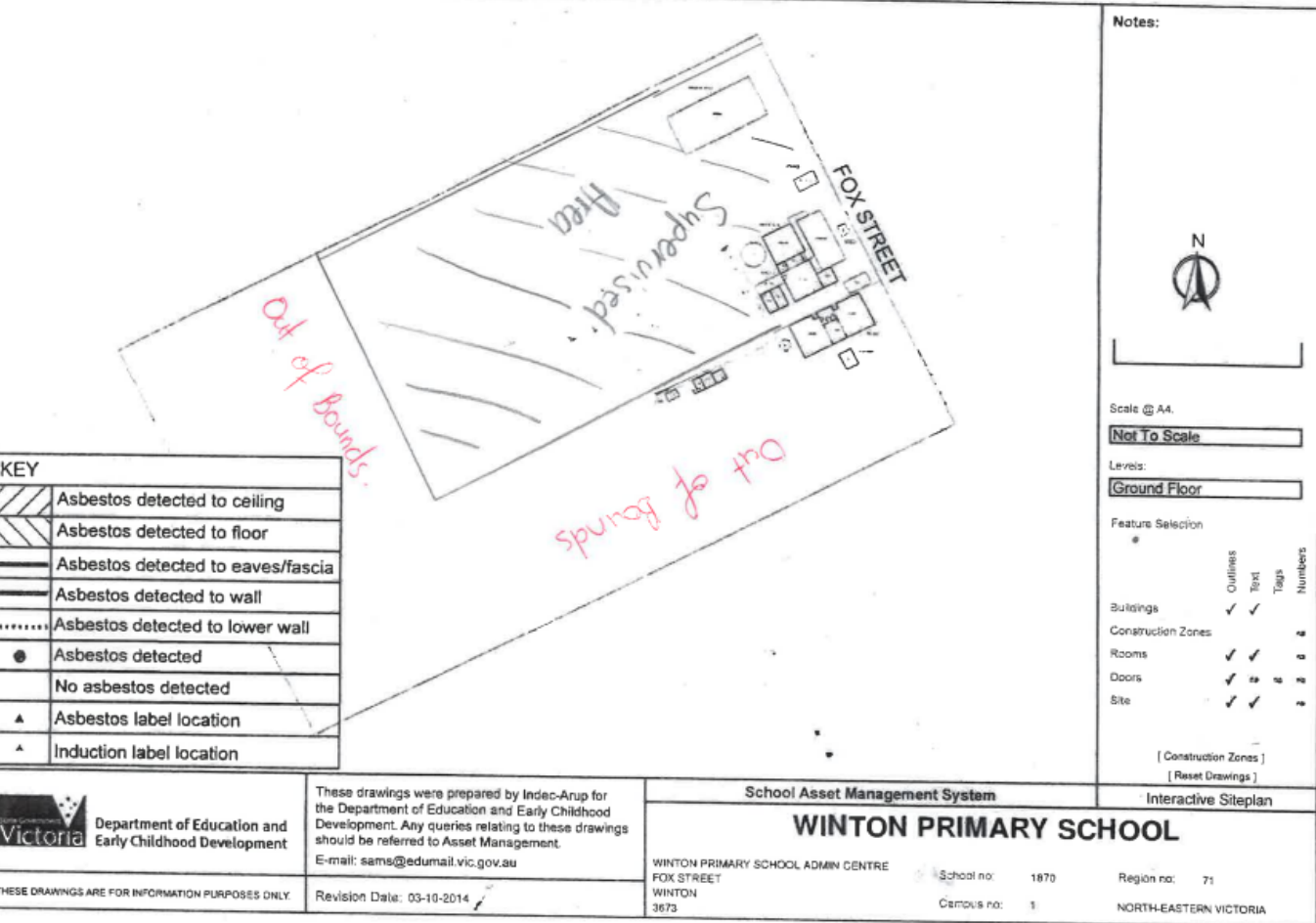
Date Implemented	June 2022
Author	PAL – Policy Advisory Library
Approved By	Glenrowan Primary School Council – June 2024 Winton Primary School Council – June 2022
Responsible for Review	Principal
Review Date	June 2027



NOTES

Site plan

	Campus Address: BEACONSFIELD PARADE GLENROWAN VIC 3675	Department of Education and Early Childhood Development	School Asset Management System GLENROWAN PRIMARY SCHOOL			
	Region No: 31 HUME		<small>These drawings were prepared by OWNLINK Pty Ltd for the Department of Education and Early Childhood Development. Any queries relating to these drawings should be referred to Asset Management. E-mail: sams@edemail.vic.gov.au Level 2.2 Treasury Place, East Melbourne, 3002. Ph: 9637 3375 Fax: 9631 259</small>	<small>THESE DRAWINGS ARE FOR INFORMATION PURPOSES ONLY. APPROXIMATE SCALE ONLY</small>	Revised: 04 NOV 2011	School No: 1742



KEY	
	Asbestos detected to ceiling
	Asbestos detected to floor
	Asbestos detected to eaves/fascia
	Asbestos detected to wall
	Asbestos detected to lower wall
	Asbestos detected
	No asbestos detected
	Asbestos label location
	Induction label location

Department of Education and Early Childhood Development	These drawings were prepared by Indec-Arup for the Department of Education and Early Childhood Development. Any queries relating to these drawings should be referred to Asset Management. E-mail: sams@edemail.vic.gov.au	School Asset Management System		Interactive Siteplan	
	THESE DRAWINGS ARE FOR INFORMATION PURPOSES ONLY	Revision Date: 03-10-2014	WINTON PRIMARY SCHOOL		
	WINTON PRIMARY SCHOOL ADMIN CENTRE FOX STREET WINTON 3673	School no: 1870 Campus no: 1	Region no: 71 NORTH-EASTERN VICTORIA		