

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact 9431 1599.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Glen Katherine PS, 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

Glen Katherine PS's grounds are supervised by school staff from 8.25am until 3.15pm. Outside of these hours, school staff will not be available to supervise students. This is communicated to parents in our fortnightly Linkletter and also in our induction and enrolment packs.

There will be two staff members supervising the drop and go zones at the front school entrance, One Staff Member on Soccer Pitch, One Staff member circulating Area 1 and One Staff member in Area 3



Date Reviewed: 2026

Responsibility: Principal Team

Principal Reviewed: 2026

Next Review Date: 2028

Parents and carers should not allow their children to attend GKPS outside of these hours. Families are encouraged to contact Narelle Seivers on 9431-2503 or narelle.seivers@education.vic.gov.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)
- 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.

Parents and carers will be advised through Link Letter, Wednesday Wrap that before and after school supervision: a notification on our school website, regular reminders in our newsletter that they should not allow their children to attend Glen Katherine PS outside of these hours. Families will be encouraged to contact Principal on 9431 1599 or refer to for more information about the before and after school care facilities available to our school community.

Yard duty

All staff at Glen Katherine PS are expected to assist with yard duty supervision and will be included in the roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Glen Katherine PS, school staff will be designated a specific yard duty area to supervise.

Students leaving school premises

The principal is responsible for approving any request for a student to leave the school premises, including during recess and lunch time. Students under 18 must have written permission from a parent or carer. Outline here the process for approvals including any requirements for the student to sign in or out and the responsibilities of yard duty staff.

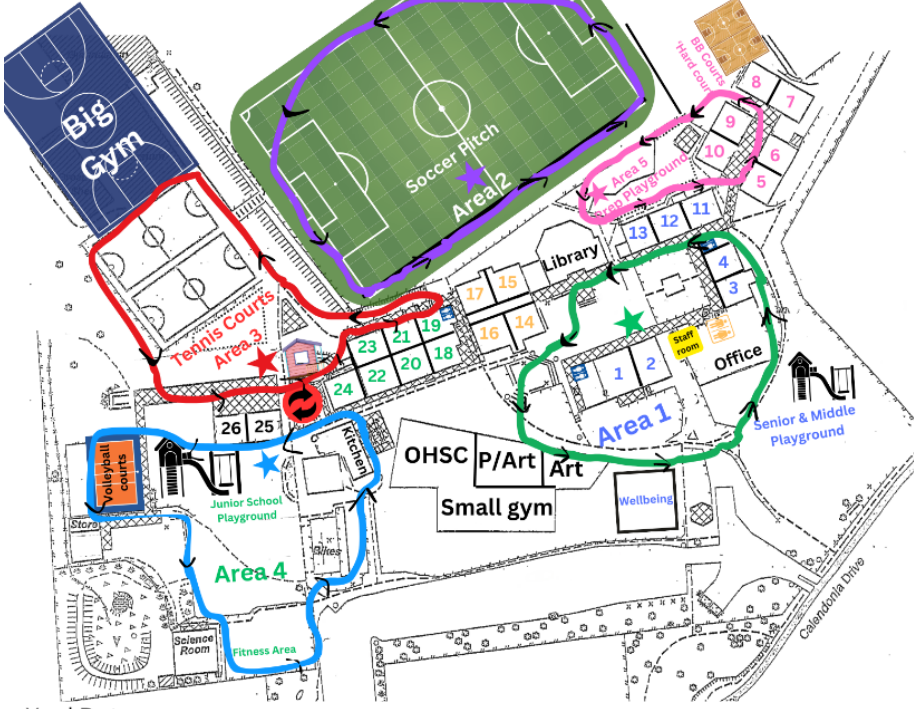
Yard duty zones

The designated yard duty areas for our school	Area
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Zone 1	Courtyard and Front of School
Zone 2	Soccer Pitch
Zone 3	Tennis Courts & Playground
Zone 4	Junior Playground, volleyball Courts and Fitness
Zone 5	Prep Playground, BB Courts and Middle school



Class	Staff	Room
Mandarin	Yueying	24
PE Yr1-6	Jake	Big gym
PE Preps & ISS	Liz	MPB
Science	Merryn	Science
P/Art	Lucy	P/Art
Art	Jaymi	Art
PD	Mel	14
PK	Karina	15
PJ	Laura J	17
PT	Ange	16
1A	Olivia	22
1F	Abby	20
1P	Sam	21
2D	Carla	23
2F [Mon-Wed]	Sandra F	18
2F [Thur-Fri]	Dimie	18
2P	Cassie	19
3B	Laura B	5
3G	Keira	6
3J [Wed-Fri]	Amy	7
3J [Mon-Tue]	Lucy	7
3O	Sherryn	8
4J	James	9
4R	Luisa	13
4Y	Yann	10
5H	Emma	25
5M [Mon-Thurs]	Alicia	26
5M [Fri]	Tiff	26
5O	Amanda	11
5S	Sirin	12
6D	Max	4
6G	Mary	1
6P	Janelle	3
6W	Stefan	2
Tutor - [Tues & Thur]	Tiff	Learning Hub

Yard Duty
 Area 1 - Office
 Area 2 - Soccer Pitch
 Area 3 - Tennis Courts
 Area 4 - Fitness Area
 Area 5 - Prep Playground & BB Courts

Please walk in anti-clockwise direction, have a vest on with Hat (Sept 1st - May 1st), YD folder & First Aid kit (located on bench outside staffroom)
 Changeover occurs at the Stars indicated on map

INSERT SCHOOL MAP WITH ZONES MARKED

Yard duty equipment

- School staff must wear a provided safety/hi-vis vest whilst on yard duty.
- Safety/hi-vis vests will be stored outside of the First Aid Room.
- Staff must carry the yard duty folder and first aid bag located outside the First Aid room.

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Responsibility: Principal Team

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- Be familiar with the yard duty information folder containing student health and safety information. This is located outside the first aid room.
- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.
- Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

During yard duty, supervising staff must:

- methodically move around the designated zone in a clockwise or anticlockwise position, to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- be alert and vigilant
- 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.
- 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 your 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 in the yard duty folder and chronicle on compass.
- 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.
- 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.
- If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/call Assistant Principal, etc] and not leave the designated area until a replacement staff member has arrived.
- Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

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

Yard duty responsibilities

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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 their buddy staff member or the front office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class 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, 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 [Excursions Policy](#).

Digital devices and virtual classroom

Glen Katherine PS follows the department's [Digital Technologies - Responsible Use policy](#) with respect to supervision of students using digital devices.

Glen Katherine PS 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 while parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored through Compass
- 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.

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[Other areas requiring supervision]

Students require supervision when transitioning to specialist classes such as library or when students are moving from classrooms to different areas of the school.

Students are expected to go in groups of 3 to the bathroom.

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 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](#)
 - [Digital Technologies - Responsible Use](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

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

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