YARD DUTY AND ON-SITE SUPERVISION POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact the main office of Nelson Park School (03) 52783620.

1. PURPOSE:

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

2. SCOPE:

This policy applies to all teaching and non-teaching staff at Nelson Park School, including education support staff, casual relief teachers and visiting teachers. This policy applies to both the Libau and Illinois campuses, and any differences between the campuses are specified.

3. 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, 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.

4. BEFORE AND AFTER SCHOOL

Nelson Park School's grounds are supervised by school staff from 8:30 am until 3:10 pm. After-school care is available from 2:55 pm – 6:00 pm at our Libau campus only. Outside of these hours, school staff will not be available to supervise students.

a. As part of its duty of care, the school is required to supervise students for a defined period before school, adequately at recess time and lunch time, and after school. This on-site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventive measures could be taken.
b. It is essential that parents/carers are kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information is clearly provided to parents/guardians regularly in the school newsletter.

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c. 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 on the supervision arrangements before school
   - Request that the parent/carer make alternate arrangements.

d. 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.

e. Parents/carers may require their child to leave the school grounds to go home or be dismissed early from school to attend an appointment.

a. The school must receive written permission from a parent/carer, or via a phone call, before the school will authorise a student to be dismissed to:
   - Go home for lunch
   - To attend an appointment during school hours

f. If students arrive before 8:30 am, a roster of teachers will supervise these students in the Library (Libau campus) and the pick-up room (Illinois campus).

g. Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are encouraged to pick up their child by the end of the designated end-of-day supervision period.

h. Students must be signed out of the school if departing prior to dismissal time using the Compass system. A record of early departures is available on the Compass system.
   Note: When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

5. YARD DUTY:

b. All staff at Nelson Park School are expected to assist with yard duty supervision and will be included in the termly roster.

c. The Principal or nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Nelson Park School, school staff will be designated a specific yard duty area to supervise.

d. A roster system will be used to timetable staff members for Engaged Play Activities during recess and lunch time

e. Wear a provided safety/hi-vis vest whilst on yard duty. All staff have been provided with a hi-vis vest

f. Staff who are rostered for yard duty must remain in the designated area until they are replaced by a reliving staff member

g. During yard duty, supervising school staff must:
   - Methodically move around the designated zone, ensuring active supervision of all students

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- Where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have signed in at the Office
- 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 in the school's Student Engagement policy
- Ensure that students who require first aid assistance receive it as soon as practicable
- Log any incidents or near misses as appropriate
- Keep their mobile phone on their person at all times.

h. If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Daily Organiser with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

i. If a supervising staff member needs to leave yard duty during the allocated time, they should contact the Daily Organiser, but should not leave the designated area until the relieving staff member has arrived in the designated area.

j. Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

6. CLASSROOM:

k. The classroom teacher is responsible for the supervision of all students in their care during class

l. Education Support staff is to supervise a student who is outside of the classroom for regulation time

m. Classroom staff can contact the office anytime to request a staff member from leadership to help in their classroom. This process is called a 'Red Card'.

7. SCHOOL ACTIVITIES, CAMPS AND EXCURSIONS:

n. The principal and PCOs 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.

8. DIGITAL DEVICES AND VIRTUAL CLASSROOM:

o. Nelson Park School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

p. Nelson Park School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on the school site. In these cases, students will be supervised in classrooms or a common space.

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

- Student attendance will be monitored daily

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- 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.

9. STUDENTS REQUIRING ADDITIONAL SUPERVISION SUPPORT:

r. Sometimes students will require additional supervision, such as students with disabilities 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.

10. WORKPLACE LEARNING PROGRAMS:

s. 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 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

11. SUPERVISION OF STUDENTS IN EMERGENCY OPERATING ENVIRONMENTS:

t. In emergency circumstances, our school will follow our Emergency Management Plan, including with respect to supervision.
u. In the event of any mandatory period of remote or flexible learning, our school will follow the operations guidance issued by the Department.

12. COMMUNICATION:

This policy will be communicated to our school community in the following ways:

- Included in the staff induction process
- Discussed at staff briefings or meetings, as required
- Made available in hard copy from the school administration upon request
- Included in our staff handbook
- Posted on Compass to parents
- On Nelson Park School's website

Information for parents and students on supervision before and after school is available on our school website, and parent reminders are sent regular reminders in our school newsletter.

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13. 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 School
- Work Experience

14. EVALUATION:

This policy will be reviewed as part of the school's two-year review cycle.

Policy last reviewed	24th March 2026
Consultation	School Council
Approved by	Principal / School Council
Next scheduled review date	March 2028

APPENDIX A:

On-site Supervision of Students Procedures

Introduction:

The processes outlined below provide adequate and appropriate supervision of students in the school yard, so the school fulfils its duty of care to its students in terms of on-site supervision.

Supervision before and after school:

The school will provide staff supervision for students arriving before school between 8.30 am and 9.00 am at the Libau Avenue Campus, and between 8.30 am and 9.00 am at the Illinois Avenue Campus.
The school will provide staff supervision for students after school between 2.30 pm and 3.10 pm
This information is provided to parents/guardians on a regular basis via the school newsletter.
Outside of these times, the supervision and/or the collection of students is the responsibility of parents/guardians.
If a student arrives at school before supervision commences at the beginning of the day, sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods.
Should a teacher be called away to other duties, alternate supervision arrangements will be put in place in consultation with the principal or a principal nominee.

Supervision at recesses and lunch time:

Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, an 'Engaged Play Roster' will be created each term, allocating teachers to supervise students in defined areas of the school grounds during these times. Details of the Engaged Play roster are communicated to staff via the school's Google Drive. Notifications to staff around changes to the Engaged Play roster are made through email and Compass.

Unauthorised student departure from school:

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.
Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24-hour service).

Early departure of students prior to dismissal time:

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person 16 years and over.
- No students will be sent home on their own outside of normal dismissal time.

Arrangements for students not collected after school:

Parents/guardians will be informed when supervision of students is available before and after school hours, and that supervision outside of these times and/or the collection of students is the responsibility of parents/guardians.

If it becomes known that a student who is normally collected from the school remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student.
Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

Arrangements for student supervision on school camps and excursions:

The school will provide supervision ratios in line with the Department's policy as outlined in the Victorian Government Schools Reference Guide section 4.4.2.8, depending on the nature and location of the school activity.

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 in relation to off-site learning, including policy and guidelines on the safety and well-being of students. Refer to:

- Structure Workplace Learning
- School Based Apprenticeships and Traineeships
- Work Experience
- School Community Work