CAVENDISH PRIMARY SCHOOL

"A Rural Tradition of Excellence"

YARD DUTY AND SUPERVISION POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact Cavendish Primary School on 0355742282 or cavendish.ps@education.vic.gov.au

PURPOSE

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

SCOPE

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

Cavendish Primary School's grounds are supervised by school staff from 8:30am until 3:45pm or until all children have left the grounds. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through our newsletter that they should not allow their children to attend Cavendish Primary School outside of these hours. Families will be encouraged to contact

Cavendish Primary School on 0355742282 or refer to our website http://cavendishps.vic.edu.au/school-policies/ for more information.

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

Yard duty

All teaching staff at Cavendish 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 Cavendish Primary School, teaching staff will be designated yard duty times for supervision.

Yard duty zones

The teaching staff and Principal will supervise the whole school grounds.

Yard duty equipment

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Each staff member will be supplied with a safety vest. Spare safety/hi-vis vests will be stored in the staffroom.
- Carry their mobile phone.
- Be familiar with the student medical information containing student health and safety information stored on the first aid board in the staffroom or in the first aid kits. Staff must carry a bag containing any anaphylaxis medical supplies by students while on yard duty.

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 school grounds
- 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 (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 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 on eduSafe plus and uEducateUs.

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 not leave the designated area until a relieving staff member has arrived.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should call the Principal or the School Office, or send a message to the staff room 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 other staff member 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 Excursions Policy.

Digital devices and virtual classroom

Cavendish Primary School follows the department's Digital Technologies - Responsible Use policy with respect to supervision of students using digital devices.

Cavendish 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 in the library or classroom.

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

- student attendance will be monitored daily
- 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.

Other areas requiring supervision

Classroom teachers will supervise students when moving to Music, Art, MARC Van, library and Physical Education classes.

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 regularly throughout the year.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
- Child Safe Standards
- Digital Technologies - Responsible Use

- Duty of Care
- Excursions
- School Community Work
- Supervision of Students
- Visitors in Schools
- Work Experience

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Consultation	School Council Meeting - 10th June 2026
Approved by	Principal
Next scheduled review date	June 2028

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