YARD DUTY AND SUPERVISON POLICY



Help for non-English speakers
If you need help to understand the information in this policy, please contact Roger Blackwell at roger.blackwell@education.vic.gov.au

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

SCOPE
This policy applies to all teaching and non-teaching staff at Outdoor School, including education support staff, casual relief teachers and visiting teachers.

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.
This policy applies to all teaching and non-teaching staff at Outdoor School, including education support staff, casual relief teachers and visiting teachers.
School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

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.

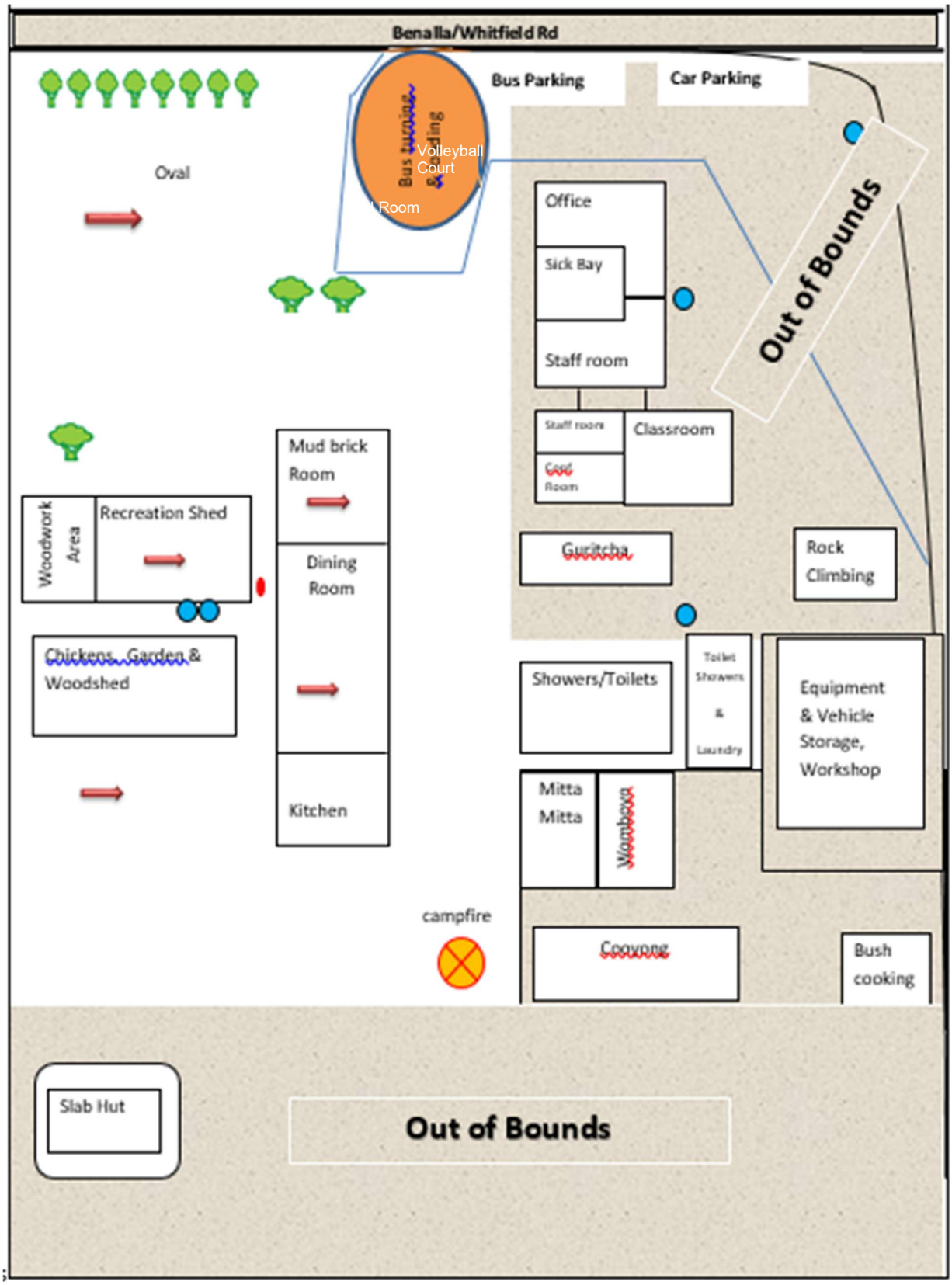
Before and after school
Due to the nature of our programs being residential there is no before or after school supervision required.
Yard duty
Outdoor School's students are supervised by staff 24 hours per day while the students are on program.
All teaching staff at Outdoor School are expected to assist with yard duty supervision and will be included in the weekly roster.
The Program Coordinator is responsible for preparing and communicating the yard duty roster on a regular basis. At Outdoor School, school staff will be designated a specific yard duty area to supervise.
The designated yard duty areas for our school are:

Yard duty zones

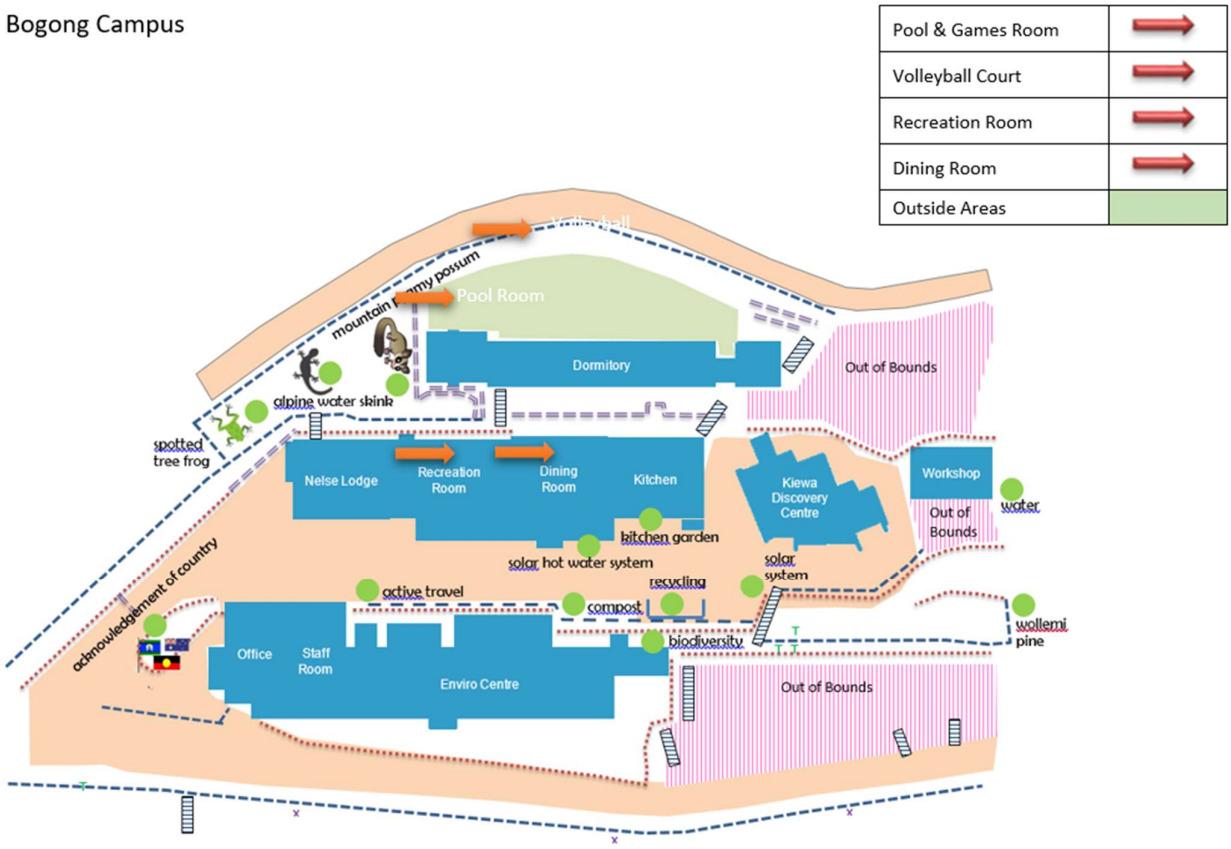
The designated yard duty areas for our school (as at 2022) are:

15 MILE CREEK CAMPUS	
Zone	**Area**
Zone 1	Oval
Zone 2	Recreation Shed
Zone 3	Mud Brick Room
Zone 4	Dining Room
Zone 5	Garden and Fire Pit
Zone 6	Classroom Area
Zone 7	Accommodation Area
BOGONG CAMPUS	
Zone	**Area**
Zone 1	Volleyball Court
Zone 2	Pool and Games Room
Zone 3	Assembly Room and Corridors
Zone 4	Recreation Room
Zone 5	Dining Room
Zone 6	Outside Areas

15 Mile Creek Campus Map



Bogong Campus Map



Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising school staff must:

- methodically move around the designated zone
- 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

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 teacher is unable to conduct yard duty at the designated time, they should contact the Program Coordinator with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising teacher needs to leave yard duty during the allocated time, they should contact the Program Coordinator but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should should contact the Program Coordinator but should not leave the designated area until the relieving teacher has arrived in the designated area.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

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, he or she should first contact the Program Coordinator 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 and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

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 and staff manual
- School website (publicly accessible)
- Staff briefing/meeting
- Parent information nights/ sessions
- Hard copy available from school administration upon request

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	22/07/2026
Approved by	Principal
Next scheduled review date	22/07/2028

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