

Cann River P-12 College

Yard Duty Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 03 5158 6245 or email cann.river.p12@education.vic.gov.au

PURPOSE OF YARD DUTY

The primary purpose of yard duty is the safety of students, however, given the philosophy of our school, we recognise this time is an opportunity to build social skills of students, build positive relationships (in line with SWPBS), build skills and language of the students: thus, we refer to yard duty as Social Duty. You do need to circulate and interact with students. From the handbook: 'Yard duty is an important time as these situations have a lot to do with students' ability to manage themselves in less formal situations. Thus, you are teaching you should not be eating lunch or having hot drinks but looking out for possible interactions to have. Frequently there are students you should prioritise.'

SCOPE OF THIS POLICY

This policy applies to all teaching and non-teaching staff at Cann River P-12, 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

Cann River P-12 College's grounds are supervised by school staff from 8.40am until 3.30pm. Outside of these hours, school staff will not usually be available to supervise students.

Parents and carers should not allow their children to attend Cann River P-12 College outside of these hours. Families are encouraged to contact the principal on 5158 6245.

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

Yard duty

The principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Cann River P-12 College, school staff will supervise the school grounds and buildings. Staff who are rostered for yard duty must remain in the yard until they are replaced by a relieving teacher.

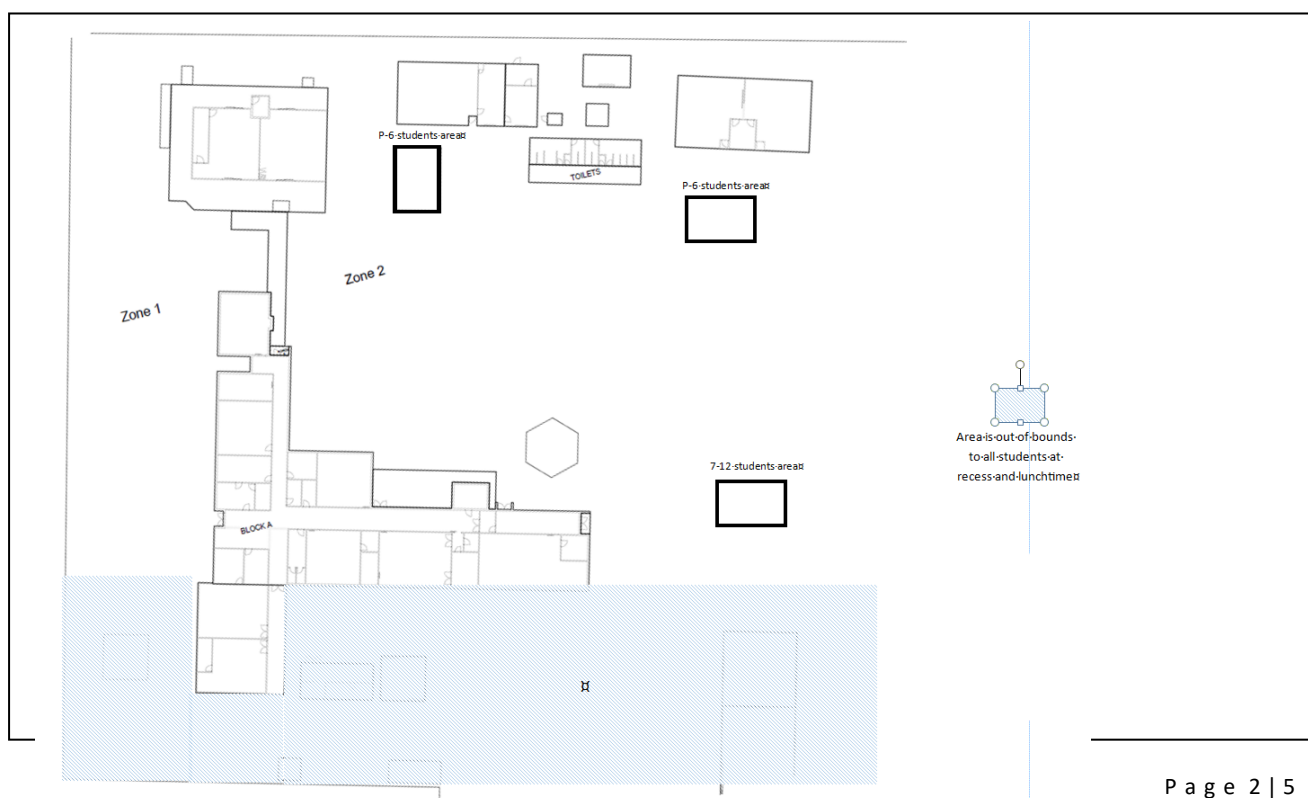
During yard duty, supervising staff must:

- move around the yard, ensuring active supervision of all students, and know where groups of students are
- 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 engaged
- positively interact with students
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- ensure behaviours are positive: interact, redirect, to improve interactions
- follow up with appropriate consequences if necessary (sometimes students will be required to go to the principal's office)
- ensure that students who require first aid assistance receive it as soon as practicable – contact a first aide member of staff
- log any incidents or near misses as appropriate and write up an incident report for the principal

Yard duty zones

The designated yard duty areas for our school as at term 1 2025.

Zone	Area
Zone 1	Front of the school
Zone 2	Main quadrangle



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 signed in (excluding drop-off and collection periods)
- ensure students remain in their designated year level zones.
- 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 Wellbeing and Engagement policy.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate by completing an incident form.

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 daily organiser 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 leadership but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/staff room or contact leadership and not leave the designated area until a replacement staff member has arrived.

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

Independent study

Senior Students at Cann River P-12 College, meaning Year 11 and Year 12 students, are expected to study in their free periods. Study can be undertaken quietly in the designated VCE room, in a teacher's classroom with a teacher. Students will not be permitted to leave school grounds during these sessions.

School activities, camps and excursions

The principal and leadership team are responsible for ensuring that students are appropriately supervised, at all times, during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activities. Appropriate supervision will be planned for special 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](#)

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 for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Digital devices and virtual classroom

Cann River P-12 College follows the department's [Digital Technologies - Responsible Use policy](#) with respect to supervision of students using digital devices.

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.

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 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](#)

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

- Discussed at staff briefings or meetings as required
- Made available in hard copy from school administration upon request.
- Located in our policies folder for staff to access
- 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

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](#)
 - [Work Experience](#)

REVIEW CYCLE

Policy reviewed:	September 2025
Consultation:	Not required
Approved by:	Principal
Next review:	September 2027

This policy will also be updated if significant changes are made to school grounds that require a revision of Cann River P-12 College’s yard duty and supervision arrangements.