

YARD DUTY AND SUPERVISION POLICY

November 2025-2027



Help for non-English speakers

If you need help to understand the information in this policy please contact Rolling Hills Primary School on 9726 4454.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Rolling Hills 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.

Before and after school

Rolling Hills Primary School's grounds are supervised by school staff from 8:40am until 3:40pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through Compass and reminders in our newsletter that they should not allow their children to attend Rolling Hills Primary school unsupervised outside of these hours. Families will be encouraged to contact the school office on 9726 4454 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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Rolling Hills Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Rolling Hills Primary School, school staff will be designated a specific yard duty area to supervise.

Students leaving school premises

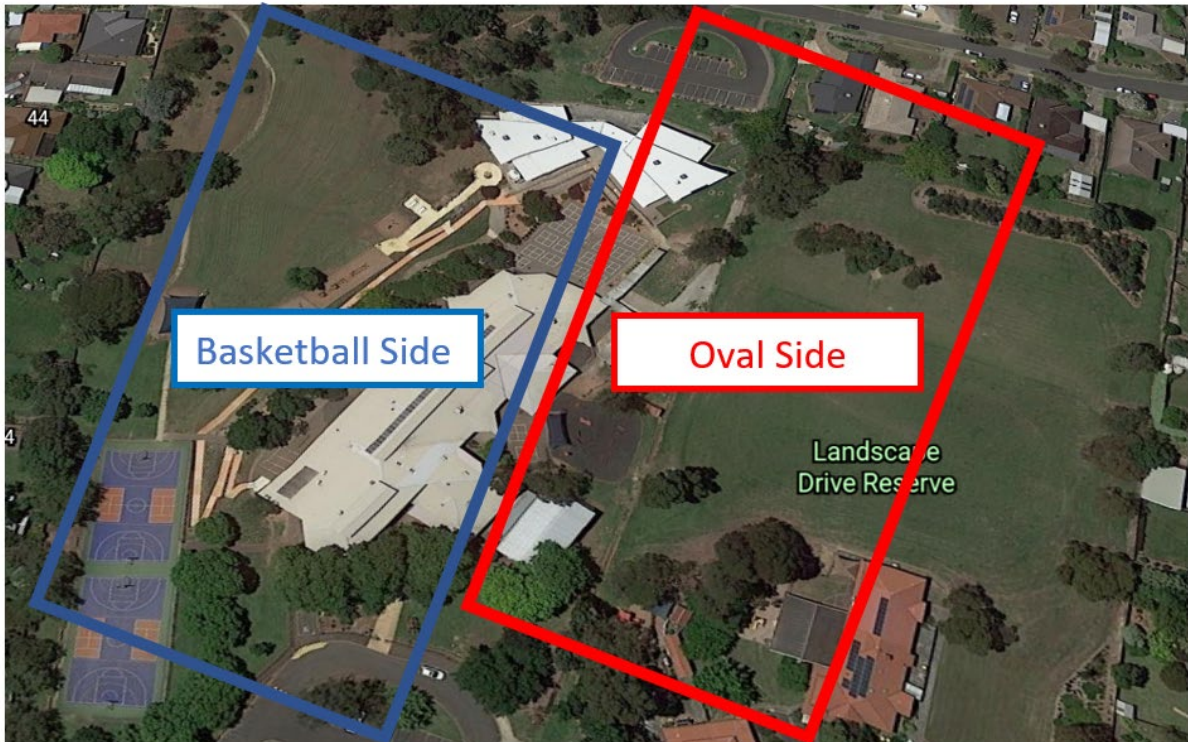
The Principal is responsible for approving any requests for a student to leave the school premises, including during recess and lunch time. Students under 18 must have written permission from a parent or carer.

If a parent of carer needs to pick their child/ren up prior to the end of the day, they must report to the school office.

Yard duty zones

The designated yard duty areas for our school are:

Zone	Area
Zone 1	Basketball Side
Zone 2	Oval Side



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored at the yard duty station located at the quadrangle exit of the main building.
- carry the yard duty first aid bag, at all times during supervision. The yard duty first aid bag will be stored at the yard duty station.
- be familiar with the yard duty information pack containing student health and safety information stored at the yard duty station.

Yard duty equipment must be returned after the period of supervision.

Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area.

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 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 in a Compass chronicle or on eduSafe Plus.

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 the Daily Organiser but should not leave the designated area until the relieving staff member has arrived in the designated area.

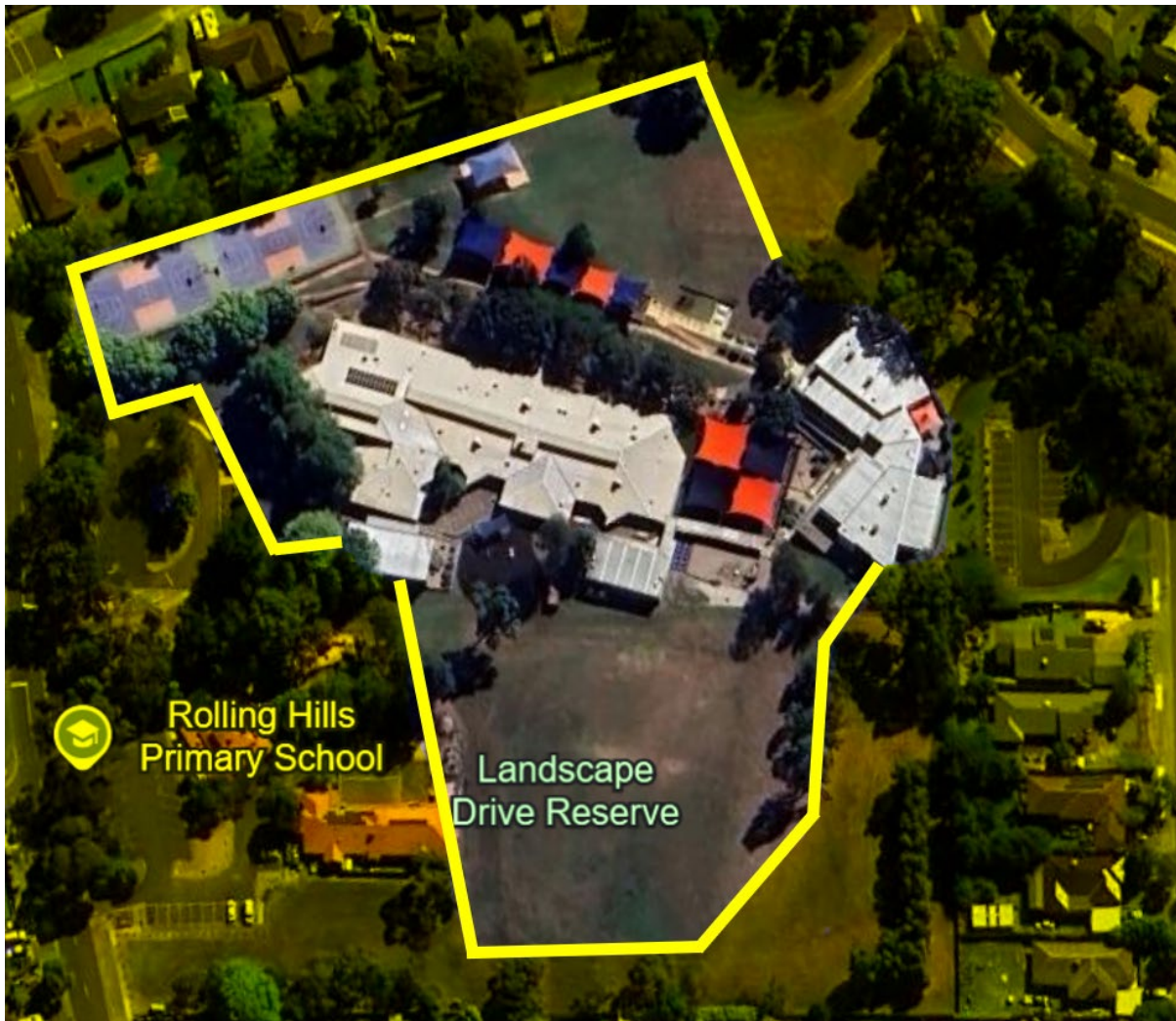
Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess and lunch breaks.

Out of Bounds

The following areas are out of bounds for all students, unless express permission given from a teacher:

- Staffroom and offices
- Car parks
- Fence lines
- Out of sight, behind trees/bushes
- Behind the OSH building
- Behind the Booria building

Please see visual representation below:



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 person in their buddy classroom or the office 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.

Digital devices and virtual classroom

Rolling Hills Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Rolling Hills 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 their designated area.

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 Obligations (including Mandatory 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

- Students are not permitted in school buildings or classroom unless a teacher or ES Staff member is present.
- When transitioning between classrooms to different areas of the school students must be supervised by a teacher or ES Staff member at all times.
- The teacher or ES Staff member must walk or have line of sight with the class or students they are responsible for when transitioning throughout the school.
- When accessing the toilet during class time students are required to go in pairs.
- When students are permitted to go to the office or an area of the school where a student is being dropped off or collected, students are required to walk in trios.
- Students are not permitted in breakout rooms, staff office spaces or the staffroom without teacher and or ES staff supervision.
- When a student absconds, it is the teacher or ES Staff's responsibility to request additional supervision for that child.

COMMUNICATION

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

- Included in staff induction processes (One Drive)
- Included on the Rolling Hills Primary School One Drive

- Hard copy available from school administration upon request
- Annual reference in school newsletter – Term 1

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](#)

Our school policies and documents:

- Child Safe Standards
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting)
- Emergency Management Plan
- Student Wellbeing and Engagement Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2025
Approved by	Principal
Next scheduled review date	November 2027

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