YARD DUTY/SUPERVISION POLICY and PROCEDURES.

This is a Level Three Policy. VRQA requirement: this policy does not need to be presented to School Council.

This Policy was approved by the principal on 18/02/2026

Purpose

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Colbinabbin Primary School owe to our students and members of the school community who visit and use the school premises.

Policy

"Duty of care" is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that our school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Our school has developed policies and procedures to manage common risks in the school environment, including:

- Yard duty and Supervision
- Bullying Prevention
- Camps and Excursions
- First Aid
- Student Private Property
- Child Safe Standards
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting
- Occupational Health and Safety
- Acceptable Use of Technology

Staff at our school understand that school activities involve different levels of risk and that particular care may need to be taken to support younger students or students with additional needs. Our school also understands that it is responsible for ensuring that the school premises are kept in good repair and will take reasonable steps to reduce the risk of members of our community suffering injury or damage because of the state of the premises.

School staff, parents, carers and students are encouraged to speak to the principal to raise any concerns about risks or hazards at our school, or our duty of care obligations.

External Providers

Staff at our school acknowledge that, as our duty of care is non-delegable, we are also required to take reasonable steps to reduce the risk of reasonably foreseeable harm when external providers have been engaged to plan for or conduct an activity involving our students. Our *Visitors Policy* and *Camps and Excursions Policy* include information on the safety and care of our students when engaged with external providers.

Procedures:

Supervision Policy

The principal is responsible for ensuring that there is an adequate system of supervision in place during school hours, before and after school, and on school excursions and camps.

Teachers and other 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.

Duty of Care requirements include providing adequate supervision in the school or on school activities; providing safe, well maintained and suitable premises, grounds and equipment to minimize the risk of injury or damage to a person; providing effective anti-bully strategies; and ensuring appropriate and timely medical assistance is provided to injured or sick students.

Before School & After School

Students must be supervised for a minimum of 10 minutes before and after school. This supervision may include some or all of the following:

- Monitoring of entry or exit points and/or designated pick up and drop off areas
- Supervision of the arrival and departure of school contract buses
- Yard supervision
- Classroom supervision

At Colbinabbin PS supervision at the beginning of the school day will commence at 8.40am.

Supervision at the end of the school day will be provided until 3.20pm when the school bus departs. Students who are not collected at this time by a parent or guardian will be supervised within the school.

If a parent, guardian and carer (or other authorised person) drops off or otherwise arranges for a student to be on the school premises before supervision commences at the beginning of the day, the principal will, as soon as practicable, follow up with the parent, guardian and carer to

- advise of the supervision arrangements before school, and
- request that the parent, guardian or carer make alternate arrangements.

If a parent, guardian or carer (or other authorised person) has failed to collect the student after school, the next steps may include some or all of the following:

- Attempting to contact the parents, guardians or carers
- Attempting to contact the emergency contacts
- Contacting the Victoria Police and/or the Department of Human Services (Child Protection) to arrange for the supervision, care and protection of the student

Classroom

The classroom teacher has ultimate responsibility for the supervision of all students in their care.

This duty cannot be delegated to parents or trainee teachers.

Recess and lunch times

The Principal is responsible for ensuring that students are adequately supervised during recess and lunch. This will usually involve developing a yard duty roster for staff to supervise students.

Teachers who rostered for duty are responsible for remaining in the area until the end of the break period, or until replaced a reliving teacher, whichever is applicable. During yard duty, supervising teachers should be guided by the following:

- Be alert and vigilant
- Intervene if potentially dangerous behaviour is observed in the yard
- Enforce behaviour standards and implement logical consequences for breaches of safety rules
- Ensure that students who require first aid assistance receive it as soon as practicable

If the supervising teacher is unable to conduct yard duty at the designated time, he or she should ensure that alternative arrangements are made. If a relieving teacher does not arrive for yard duty, the teacher currently on duty should send a message to the office, but not leave the area until a relieving teacher has arrived. Yard duty supervision within the school requires the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and duty of care responsibilities.

Late arrival or early departure

The Principal will ensure that the school has a procedure in place for the safe collection and drop off of students at school during school hours (eg late arrival or an early departure). This will include a record of the date and time, the reason for the late arrival or early departure, and the person who has authorised the late arrival or early departure.

<u>All late arrivals and early departures are to be recorded by the parent/carer in uEducateUs on the ipad at the front office.</u>

In relation to early departure from school, the procedure will also include:

- Students will be only permitted to leave the school premises under the supervision of a parent or another person authorised by parents to collect the student
- If the person collecting the student is unknown to school staff, school staff will request photo identification to verify the person's identity

Visitors

The Principal will ensure that there is a procedure to monitor all visitors in the school. As a minimum this procedure must require all visitors arriving and departing the school premises during school hours to use the visitors' book to record their name, their signature, the date and time, and the purpose of the visit. (See Visitors to the School Policy.)

Use of information and communication technologies

Teachers and other staff of Colbinabbin PS also have a responsibility to reasonably supervise the use of information and communication technologies, and the use of online learning environments at school.

In doing so, teachers and other staff should be guided by the following:

- Relevant Departmental policies (eg. Student Engagement Guidance, Bully Stoppers, Acceptable Use Policy)
- Relevant CPS policies (eg. Acceptable Use Agreements)

It is important to note that

- It is not reasonable or practicable for a teacher or principal to inspect every website that will be accessed by a student. The nature of the Internet means that there can be no guarantee against inappropriate content or changing circumstances in website content.
- It is not reasonable or practicable for a teacher or principal to supervise an online learning environment 24 hours a day.

The principal and teachers are expected to respond to an online incident that impacts on students at the school as soon as they have knowledge of its occurrence. (refer to the Colbinabbin PS Acceptable Use of Technology and Internet Policy).

Incursions

Teachers must continue to supervise their students even whilst a visitor, speaker or instructor is presenting to the class. Visitors, speakers and instructors should not be responsible for supervising students on the school premises.

Excursions and camps

The principal must ensure that students participating in excursions and camps are appropriately supervised.

Supervision can be provided by teachers, education support officers, trainee teachers, volunteer parents and carers, campsite staff and specialist instructors.

The *Schools Policy and Advisory Guide* provide minimum requirements for staff-student ratios. However, Principals should determine the appropriate and effective level of supervision for each individual excursion or camp, taking into account the following:

- The experience, qualifications and skills of staff
- The age, maturity, physical characteristics and gender of the students
- The size of the group
- The nature and location of the excursion / camp
- The activities to be undertaken

Most excursions and camps must

- be under the direct control of a teacher with at least one other excursion staff member present
- have enough teachers to maintain appropriate control of the excursion and each activity
- have teachers comprising at least half of the excursion staff

Any person who supervises students on an excursion or camp must have a Working with Children check.

Prior to the commencement of the excursion or camp, the Principal must ensure that the specific roles and responsibilities of each supervisor are clarified and understood by all supervisors and students.

The supervision of students on a camp or excursion will include the following:

- Retaining copies of all confidential medical forms and permissions slips for each student who is participating in the excursion or camp.
- Regularly marking off the attendance of students – this may include at the beginning of the excursion, on the transport, and at each location and activity.
- Ensuring that the venue, transport and activities conducted adhere to DET guidelines.
- Monitoring student behaviour, enforcing behaviour standards, and implementing logical consequences for a failure to comply with the behaviour and safety standards
- Ensure that students who require first aid assistance receive it as soon as practicable
- Ensure that risk management plans and emergency management plans are implemented as necessary

Roles and Responsibilities:

The Principal will

- Regularly communicate the duty of care and supervision obligations and responsibilities to all staff
- Regularly communicate the supervision arrangements to parents
- Determine the level of student supervision to be provided to students in all of the circumstances
- Allocate specific responsibilities to staff members to provide the supervision that is required
- Communicate the specific supervision responsibilities allocated to staff members
- Regularly review the level of student supervision provided to students and make adjustments as and when deemed appropriate
- Regularly review the duty of care and supervision policy to ensure that it is consistent with the *School Policy and Advisory Guide,* and continues to meet the duty of care obligations and responsibilities for all students

Teachers and other staff will:

- Comply with the lawful and reasonable directions of the Principal
- Comply with all Department and school policies
- Perform supervisory duties as required

Parents, guardians and carers will

- Make appropriate arrangements for the transport, care and supervise students travelling to and from school
- Make appropriate arrangements for the care and supervision of students outside the times of supervision before and after school
- Comply with late arrival and early departure policies and other school based policies

Awareness of the policy

The Principal will communicate this policy to all staff using the following mechanisms:

- A copy of this policy will be provided to each member of staff in the Staff Shared Folder.
- New staff will be informed of this policy as part of the School's Induction Program.
- This policy will be available to staff and community on the schools app and website.
- This policy will be included in the staff handbook.
- School staff will be directed to familiarise themselves with all relevant sections of the *Schools Policy and Advisory Guide.*

Communication of this policy:

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

- Available publicly on our school's website www.colprim.vic.edu.au
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request.

Further information and resources

School Policy and Advisory Guide:

- Duty of Care
- Supervision
- Student Collection
- Excursions – Staffing and Supervision

Related School Policies and Other Links:

This policy should be read and understood (but not limited to) in conjunction with the following school policies:

- Excursion & Camps policy
- Visitors to the School Policy
- Bullying Prevention policy
- Child Safe Reporting and Responding policy
- Acceptable Use of Technology and Internet policy
- Student Engagement & Wellbeing policy

This policy was revised in February 2026

It will be reviewed every 2 years to ensure compliance or when DET notifies schools of amendments.