



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Ngurruga 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 is undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Ngurruga School's grounds are supervised by school staff from **8.35am** until **2.55pm**. Outside of these hours, school staff are not available to supervise students. Staff supervise the bus zone of the school.

Parents and carers are advised through notification on our school website, regular reminders in our newsletter and via Compass that they should not allow their children to attend Ngurruga School outside of these hours. Families are encouraged to contact the General Office 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/carers to:

- advise of the supervision arrangements before school
- request that the parent/carers 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.

Bus supervision

Ngurruga School works with bus services contracted by the Department to manage the school bus program. The process is communicated to parents and carers through regular updates and includes:

- allocation of bus routes with specific times for pick-up and drop-off for students
- bus supervisor electronically records attendance as student boards the bus
- staff greet the bus and record student's names as they exit the bus
- students make their way to their learning neighbourhood or are assisted by staff
- school staff provide professional learning opportunities to bus staff to support positive behaviour support strategies for students to engage in successful travel experiences and explicitly teach the expected behaviours during travel.

Yard duty

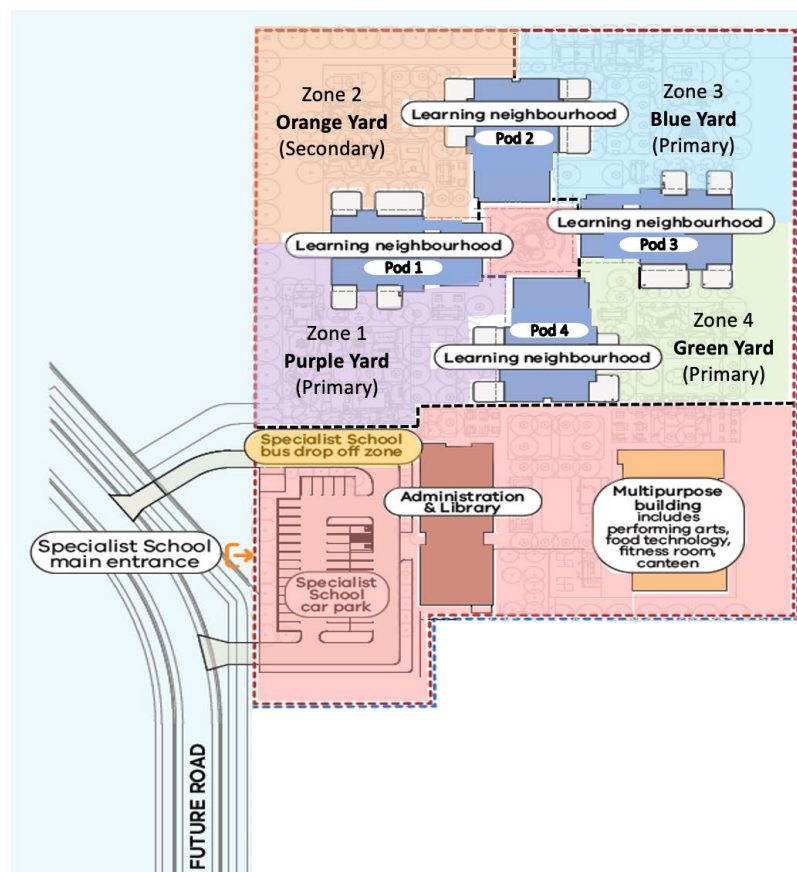
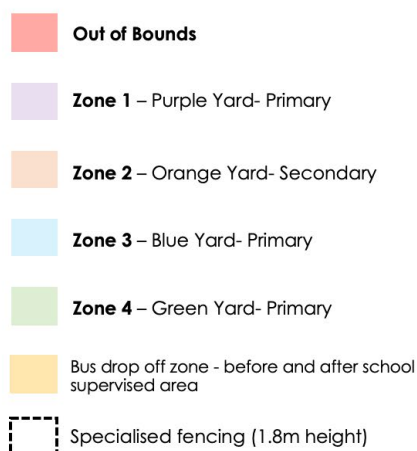
All staff at Ngurruga School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

Yard duty zones

The designated yard duty areas for our school on Day 1, Term 1, 2027 are

Zone	Area
Zone 1	Purple Yard
Zone 2	Orange Yard
Zone 3	Blue Yard
Zone 4	Green Yard



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests have been distributed to staff and labelled with individual staff names. Additional vests are stored in the General Office
- always carry the yard duty first aid bag during supervision. The yard duty first aid bags are stored in the First Aid room.
- carry portable Yard Duty phones which are stored in the PLC Hubs. The designated person responsible for carrying the device is highlighted on the Yard Duty roster.
- carry their Pragmatic Organised Dynamic Display (PODD) books and or their iPad for students to have access to Augmentative and Alternative Communication (AAC) during yard duty to support student communication
- be familiar with the yard duty information pack containing student health and safety information, stored in the General Office. Information contained in this pack may include:
 - students yard zone allocation
 - students at risk of anaphylaxis
 - possible absconders
 - students with additional physical needs
 - student with additional social/emotional needs
 - students with additional medical needs
 - students with sensory issues
 - parents who pose a serious risk to safety.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.



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 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 a visitor pass and have signed in (excluding drop off and collection periods)
- ensure students remain in their designated 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 on Compass.

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 Assistant 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 Assistant 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 send a message to the General Office and not leave the designated area until a relieving staff member has arrived.

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

In the event of inclement weather eg., rain, high winds, extreme heat, a member of the leadership team will make it clear that students are to remain inside under supervision. A roster will be developed for this purpose

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a student is required to leave the classroom during class time (e.g. feeling unwell, early pickup) they must be accompanied to their destination by the Education support staff, other staff member or volunteer (with a valid WWCC) as nominated by the classroom teacher.



If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the teacher next door/Assistant Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Students in the Primary School are required to be accompanied by a staff member when leaving their learning neighbourhood, unless an individual student's level of independence and support plan allows otherwise in which case students would move in pairs.

Students in the Secondary School are encouraged to move between learning areas with a peer or staff support, as appropriate to their individual needs and level of independence.

Students identified as requiring increased supervision or who are considered at risk must always remain within direct line of sight of staff.

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 is 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 follows the supervision requirements in the Department of Education's [Excursions Policy](#).

Digital devices and virtual classroom

Ngurruga School follows the Department's [Digital Technologies - Responsible Use Policy](#) with respect to supervision of students using digital devices.

Ngurruga School also ensures appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students are supervised in their designated classrooms.

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

- student attendance will be monitored and recorded on Compass twice 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

The Principal is responsible for ensuring that students who require additional supervision are provided with adequate support, including additional staff as required in the classroom, during school activities and in the yard. The Principal or delegate will ensure arrangements are made to roster additional staff as required.

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 follows the operations guidance issued by the Department.

Other areas requiring supervision

- **Library:** The school library is a space where students engage in independent study, research, and reading. To ensure a conducive environment and promote responsible behaviour, supervision is provided by a teacher during designated library hours.
- **Transitions between classrooms and different areas:** When students move from one classroom to another or transition to different areas within the school premises, supervision is essential to maintain orderliness and ensure the safety of all students. Teachers and staff members are stationed strategically to supervise these transitions and provide guidance as needed.
- **Wellbeing/ Prayer Room:**
The school's Wellbeing/ Prayer Room may be used by students and staff for wellbeing support, emotional regulation, quiet reflection, or prayer. Students accessing this space must remain appropriately supervised at all times. Supervision arrangements may include staff presence within the room, regular staff check-ins, or visibility from adjoining areas where appropriate.
Students accessing the room during class time are required to follow agreed school processes and may only attend with staff approval or support. Use of the space will be managed in a manner that supports student wellbeing, safety, dignity, and cultural or faith-based needs.
- **Toilets/Changerooms:** Some students require support and supervision in toilet and changerroom areas. All supervision in these areas follows the Child Safe guidelines, including having two adults when possible, supporting the student, or having an adult in close proximity to provide assistance if required.

COMMUNICATION

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Included as a reference in our school newsletter each term
- Made available in hard copy from the General Office upon request.



Information for parents, carers and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter and Compass.

FURTHER INFORMATION AND RESOURCES

the Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Digital Technologies - Responsible Use Policy](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2026
Approved by	Principal
Next scheduled review date	April 2028 To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter*

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