Wycheproof P12 College
Yard Duty and Supervision Policy

Help for non-English speakers

If you need help to understand this policy, please contact Wycheproof P12 College. Phone: (03) 54937409 Email: wycheproof.p12@education.vic.gov.au

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Wycheproof P12 College, 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

Wycheproof P12 College's grounds are supervised by school staff from 8.35am until 3.20pm. Outside of these hours, school staff will not be available to supervise students unless special arrangements have been made with school staff.

Parents and carers of primary school children will be advised through our Yard Duty and Supervision Policy (available on our school website) that they should not allow their children to attend Wycheproof P12 College outside of these hours. There are no before or after school care facilities available at Wycheproof P12 College.

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.

Secondary school aged students who wish to attend school outside of these hours are expected to make arrangements with school leadership or Student Coordinators to access the library (open until 5pm) or other school facilities.

Yard duty

All staff at Wycheproof P12 College are expected to assist with yard duty supervision and will be included in the weekly roster.

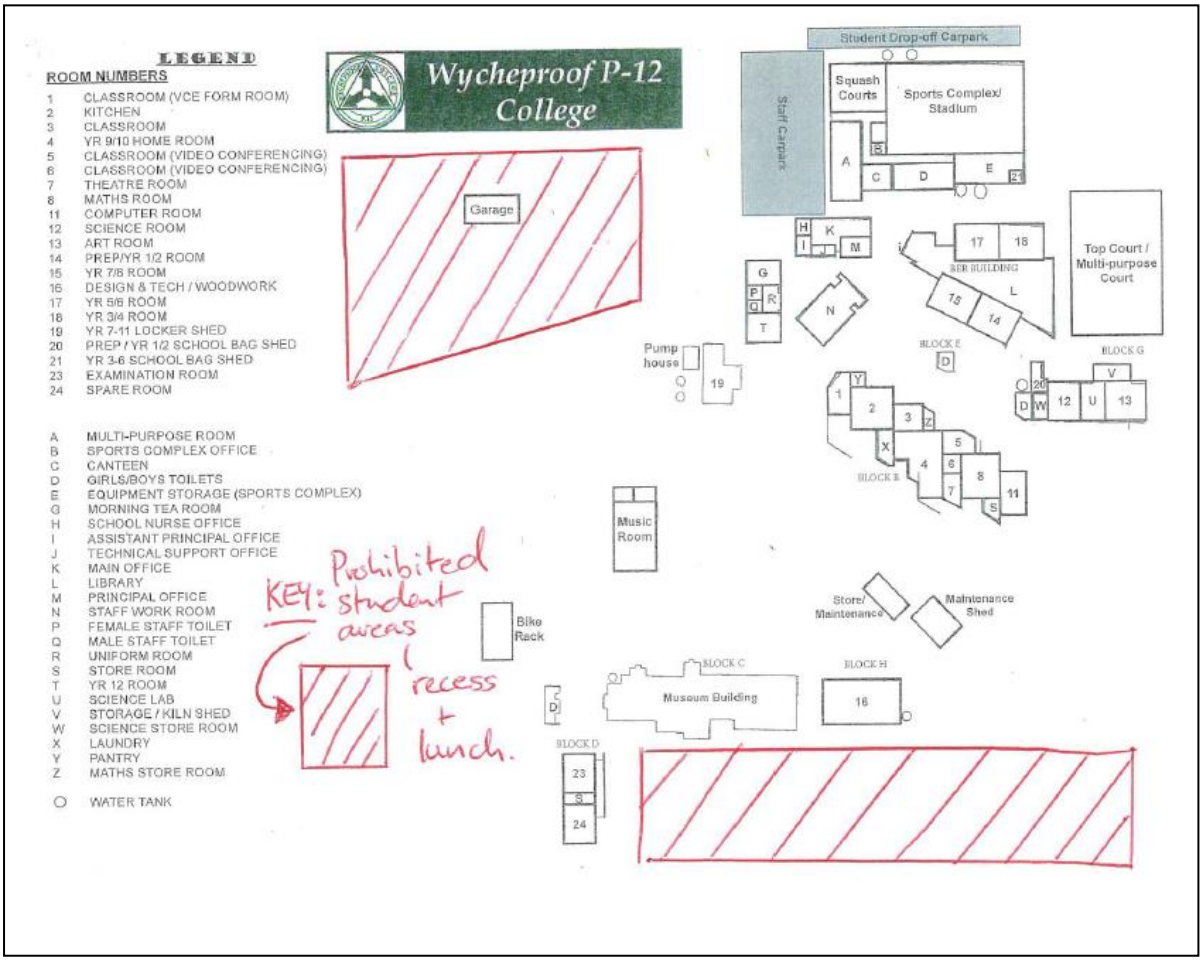
The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Wycheproof P12 College, staff patrol school grounds and buildings during assigned yard duty times.

Students leaving school premises

The principal and assistant principal are responsible for approving any request 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 and sign in and out of the book in the front office.

Yard duty zones

For child safety reasons, the only zone in the school where children are not allowed to play (prohibited access) is along Mount Street (in front of the old primary buildings). Children will be reminded of this regularly during student assemblies and home group meetings.



DUTIES for Semester 1 - 2026

YARD DUTY ROSTER

	Before School	Recess	Lunch		After School
Monday	CD	TS	CI	DB	1. DB 2. GMF
Tuesday	WP	BA	LB	NC	1. MA 2. TC
Wednesday	PC	AB	JE	PC	1. EW 2. TC
Thursday	EMcK	LB	CM	GMF	1. TS 2. EW
Friday	MA	CI	CM	SF	1. NC 2. CD

**** Remember to be sun smart and wear the yellow vest!**

DUTY TIMES:

Before School	8.35am		8.50am (P-6, 7/12 Buses & Lockers)
Recess	10.50am	-	11.10am
Lunch 1st	12.50pm	-	1.10pm
Lunch 2nd	1.10pm		1.25pm
After School	3.10pm	-	3.20pm

1. Student drop off and pick up /car park area
2. Buses and Locker area

Notes:

- Teachers on YARD DUTY at LUNCHTIME should cross-over and discuss any 'hot spots' within the yard.
- For child safety reasons, zones in the school where children are not allowed to play (prohibited access) include the area along Mount Street (in front of the old primary buildings) and the garden area that includes the bus and car garage.
- Teachers are expected to be familiar with the YARD DUTY and SUPERVISON POLICY – available in the Staff Shared Folder (SSF) – POLICY Folder.

Yard duty equipment

School staff:

- are encouraged to wear a provided safety/hi-vis vest whilst on yard duty. Spare safety/hi-vis vests will be stored in the Morning Tea Room. Contact the office if needing to order a hi-vis vest.
- access first aid equipment in the designated FIRST AID DRAWER in the OFFICE area or closest first aid kit to the yard duty area
- be familiar with and access student health and safety information where necessary (CONFIDENTIAL STUDENT MEDICAL CONDITIONS) stored in the designated FIRST AID DRAWER in the OFFICE area

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 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 a visitor pass and have signed in
- ensure students remain in their designated year level zones (Years 2 and up are allowed on the top court and in the Squash Courts; Years 5 and up allowed in the main SPORTS COMPLEX court)
- 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 and Wellbeing Policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate [i.e. in the Pink Slip Book – ILLNESS/INJURY PARENT NOTIFICATION (minor injuries), on CASES and EDUSAFE (whichever is appropriate – serious injury].

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. Teachers on lunchtime yard duty are to meet at the SPORTS COMPLEX main doors at 1.10pm for the brief conversation to occur.

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 school leadership/Daily Organiser 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 contact school leadership/Daily Organiser and not leave the designated area until a relieving staff member has arrived.

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

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 contact another member of staff for assistance.

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, and will follow the supervision requirements in the Department of Education Excursions Policy.

Digital devices and virtual classroom

Wycheproof P12 College follows the follows the department's Digital Technologies - Responsible Use policy with respect to supervision of students using digital devices.

Wycheproof P12 College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be asked to work in the BER building where classroom teachers in Rooms 14, 15, 17, and 18 (along with the School Librarian – when present) will also supervise students in this location.

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 Engagement and Wellbeing Policy and our Child Safety Responding and 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.

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 and Training 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

Independent Study

Senior students (Years 10/11/12) may be given permission by the Principal/Assistant Principal/Student Coordinator to work independently or study at home. Students must always sign in and out in the STUDENT BOOK, located in the front administration office.

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.

Leaving School grounds for Medical, other Appointments:

Students must always sign in and out in the STUDENT BOOK, located in the front administration office. Families are expected to clearly communicate with school reasons for student absences (via XUNO, phone or notes in diaries).

COMMUNICATION

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

- Discussed at staff briefings or meetings, as required
- Available publicly on our school's website
- Included details of where to find related policies in the Staff Shared Folder in Staff Handbook (during induction processes)
- 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 and in our school newsletter.

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
  - 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	16th March 2026
Approved by	Principal. All parents were emailed a copy of the updated policy (17th March 2026).
Next scheduled review date	March 2028 (Every two years)

This policy will also be updated if significant changes are made to school grounds that require a revision of Wycheproof P12 College's yard duty and supervision arrangements.