



Eastern Ranges School

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Yard Duty and Supervision

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Eastern Ranges School, including education support staff, casual relief teachers and visiting teachers.

POLICY

This policy has been developed in accordance with the Department guidelines around student / staff ratios, as follows:

The appropriate student to teacher supervision ratio for yard duty at your school will depend on a number of factors including:

- *the physical size and geography of your school, including areas where staff sight lines are restricted or the location of hazardous areas*
- *the nature of your student population, including consideration of students with particular needs (i.e. disabilities, behavioural issues, history of bullying)*
[/https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=42](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=42)

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

Student access to classrooms and other learning spaces is not available prior to 8:50am and not after 3:10pm. Students onsite prior to 8:50am or after 3:10pm should be supervised by a parent/carer. Where a parent/carer is delayed collecting a student at the end of the day, classroom staff are responsible for student supervision until the parent/carer arrives and a verbal handover is conducted. Supervision of students

participating in onsite after school care programs will continue to be maintained by ERS staff until a verbal handover is conducted with program staff.

In the event that a school bus is delayed in collecting students and does not arrive prior to 3:10pm, staff will maintain supervision of students and continued duty of care until such time as the bus arrives. In such events it may be appropriate to allow students to access familiar spaces including classrooms.

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 at the conclusion of the school 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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All classroom staff at Eastern Ranges School are expected to assist with yard duty supervision and will be included in the roster, prepared and circulated to all staff at the beginning of each term. Yard Duty rosters will be compiled via a process of collaboration between LT, classroom staff, specialist staff, therapy staff and PCO.

At Eastern Ranges School, classroom staff will undertake yard duty within their sub-school. Specialist staff and therapy staff will be rostered on where needed, after consultation with the relevant LT and PCO. Where additional staff are required to provide adequate supervision, LT and PCO will work with relevant staff to ensure adequate staffing levels are maintained at all times.

Students leaving school premises

The principal is responsible for approving any request for a student to leave the school premises, including during recess and lunch time. All students must have written permission from a parent or carer.

Yard duty equipment

Eastern Ranges School staff

- must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are located within each classroom and specialist areas
- carry their classroom communication iPad during all yard duties.

Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area unless otherwise directed by LT or PCO.

During yard duty, supervising school staff must:

- 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)
- methodically move around the designated area maintaining active supervision at all times
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate reinforcements as per the school's SWPBS guidelines
- ensure that students who require first aid assistance receive it as soon as practicable (see below)
- log any incidents or near misses as appropriate via Sentral (behavioural incidents) or EduSafe (Safety concerns, 'near misses' etc.)
- provide a verbal handover to classroom staff as required

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the LT or PCO with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

Where a student requires first aid treatment or care, staff must accompany the student to the sub-school office where they have access to first aid supplies. Staff should contact a first aid trained staff member if they require support (staff details displayed in all sub-school offices). In the event of a major health related incident, staff should contact the general office for support. ***In the event of a suspected anaphylaxis event where the student is not known to have an identified trigger or carry an EpiPen, a staff member must collect a generic EpiPen from the nearest Sub-School first aid kit while another staff member, where possible, must contact the general office immediately. Where the student has an identified trigger and carries an EpiPen, this must be administered first, with a call made to the general office immediately for further support.***

Staff personal devices should only be used to contact the office or PCO for support in the event of an emergency.

If the supervising staff member needs to leave the area during the allocated time, they should communicate this to other supervising staff prior to leaving the area. Supervising staff must ensure that a teacher remains in the area for the entirety of the duty.

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 the teacher needs to leave the classroom at any time during a lesson, the classroom education support staff will assume responsibility for supervision of all students.

At no time must students be left unsupervised.

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 and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

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

- student attendance will be monitored and recorded on Sentral by administration staff in consultation with classroom staff and PCO
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

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](#)

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:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included as a reference in our school newsletter at the beginning of each school year
- Included as a reference on our school website and communication app.
- Made available in hard copy from school administration upon request.

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](#)

REVIEW CYCLE

This policy was last reviewed and approved by school council in October 2025 and is scheduled for evaluation and review in October 2027.

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

EVALUATION

Date Implemented	August 2018
Author	Education Policy Committee
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	October 2025
Responsible for Review	Principal/Assistant Principal
Next Review Date	October 2027