



Camperdown College

Yard Duty and Supervision Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Camperdown College on 03 5593 1617 or camperdown.co@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 Camperdown 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

Junior Campus

Camperdown College's grounds are supervised by school staff from 8:30 am until 3:45 pm. **Outside of these hours, school staff will not be available to supervise students.** Parents and carers will be advised through school handbooks and newsletter that they should not allow their children to attend Camperdown College outside of the supervised hours specified below. The school will provide staff supervision for students at the Junior Campus before school from 8.30am with students able to enter the building at 8.45am. Staff supervision will be provided until 3.30 pm at the Junior Campus. The scheduled arrival and departure of the bus from the Junior Campus at the end of the day will also be supervised by a teacher on duty. If a Junior Campus bus has not arrived before the 8.45am bell, the supervising teacher will not be present, due to monitoring their own class' transition into the building. If a Junior Campus student regularly arrives at school before supervision commences at the beginning of the day, the Principal or Assistant Principal will follow up with the parent/carer to: advise of the supervision arrangements before school and request that the parent/carer make alternate arrangements.

Parents needing supervision for primary aged students before 8.30 am or after 3.30 pm are encouraged to make use of the Outside School Hours Care (OSHC) service provided by TheirCare on-site at the Junior

Campus. Students remaining in the school yard awaiting collection after 3.30pm will be directed to the office waiting area where attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records. Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Health and Family Services and for them to arrange for the care and protection of the student. Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

Senior Campus

A teacher will be rostered on to provide staff supervision for students at the Senior Campus before school from 8.40 am (arrival of first bus) and after school until 3.40 pm (departure of last bus). Outside of these times the supervision and/or the collection of students is the responsibility of parents/carers. All Senior Campus students must sign in at the General Office if remaining after hours for scheduled activities. Teachers holding after school classes/clubs must inform office staff each time this occurs and students are still expected to sign in. Senior students remaining at school for independent study in the Year 12 study room must check in first with Assistant Principal to check that there will be staff on campus and then sign in at office. .

Yard duty

1. YARD DUTY

All teachers and designated education support staff at Camperdown College are expected to assist with yard duty supervision in designated areas and will be included in the weekly roster. The Assistant Principal is responsible for preparing and communicating the yard duty roster and reviewing this termly. Details of the yard duty roster, including designated areas, are displayed in the office and on the staffroom noticeboards at each campus. At the Junior Campus, rosters will be displayed in teacher work spaces or classrooms, clearly visible to CRTs. Changes to the yard duty roster will be recorded in the Daily Organiser and on Compass.

There will be staff rostered on for yard duty at each campus before school, during recess and lunch breaks, and after school. Students will be supervised in defined areas of the yard during these times.

2. Yard Duty Zones

Senior campus – first listed teacher patrols from the west side of the basketball courts to the hall/oval area; second listed teacher patrols from the east side of the basketball court to the breezeway and courtyard area.

Junior campus – first listed teacher patrols the McKinnon Street side of the building; second listed teacher Henderson Street side of the building.

All staff at Camperdown 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 Camperdown College, school staff will be designated a specific yard duty area to supervise / required to monitor the entire school area.

Students Leaving School Premise

The school does not give lunch passes for students to go home, or down the street, at lunchtime. All students are required to remain at school during lunchtime. Students leaving school at break times at both campuses must be accompanied by their parent/guardian.

With approval from the Assistant Principal, a teacher may give permission for small groups of senior secondary students who have completed their Local Excursion Permission Form to leave the school grounds without a teacher to complete a non-adventure activity within the town, where the activity is directly related to their learning. Under these circumstances, these students must be signed out at the office.

Yard duty zones

The designated yard duty areas for our school (as at insert date e.g. Term 1, 2025)

Junior Campus		Senior Campus	
Zone	Area	Zone	Area
Zone 1	North of main building (front)	Zone 1	East of basketball court, toilet and she area.
Zone 2	South of main building (back)	Zone 2	West of basketball court and oval areas

Yard duty equipment

School Staff must:

At the Junior Campus wear a provided safety/hi-vis vest and carry the yard duty first aid bag

Carry their mobile phone.

Be familiar with the yard duty information by checking compass for health and safety information – anaphylaxis, asthma, potential absconders, yard plans, parents who pose a serious risk to safety

Yard duty responsibilities

During yard duty, supervising school staff must:

- be alert and vigilant, and methodically move around the designated zone ensuring active supervision of all students
- 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, including recording incidents of concern on Compass as a red chronicle entry
- ensure that students who require first aid assistance receive it as soon as practicable
- where safe to do so, approach any unknown visitor and refer them to school office if they have not signed in; seek assistance to manage unidentified visitors if required
- At the Junior Campus ensure Prep – Year 2 students remain in their designated areas
- remain in the designated area until they are replaced by a relieving staff member.
- log any incidents or near misses as appropriate on Compass or inform AP to log on Edusafe.

If being relieved of their yard duty shift by another staff member, 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 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.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should contact the Assistant Principal 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.

On days of inclement weather, alternative yard duty arrangements will be made for students at both campuses with revisions to supervision arrangements.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. If a student is asked to leave the classroom after 1,2,3 Magic they must go to a neighbouring classroom or AP office. A student helper should be sent to report back that the student has arrived at the destination.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact Assistant Principal for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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, and will follow the supervision requirements in the Department of Education [Excursions Policy](#).

Digital devices and virtual classroom

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

Camperdown 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 supervised in the library.

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 policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

[Structured Workplace Learning](#)

[School Based Apprenticeships and Traineeships](#)

[Work Experience](#)

[School Community Work](#)

Independent Study

Under exceptional circumstances the Assistant Principal may authorise senior secondary students to work without direct teacher supervision in a designated room that is in close proximity to a room which is staffed.

Year 12 students, and some Year 11 students, have designated study periods and must undertake these study periods in the Year 12 study room or, if authorised, in the library. Students are not permitted to leave school grounds during these sessions.

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

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. Students involved in structured workplace learning or work experience are supervised by their hosts and this agreement is signed by the host employer, parents and the school.

Supervision of students travelling for shared provision

The students are to sign out at the office before leaving and sign in upon return.

Students travelling on the commissioned bus to VET/CTTC programs are under the supervision of the bus driver. The bus driver is to be given a copy of emergency contacts for the students and a school contact.

Students travelling to VET/CTTC with an Education Support staff member are under the supervision of this person.

Students travelling on public transport for VET are advised to sit in high visibility areas and report any incidents of concern to the driver/conductor and to the school.

Whilst at VET students are under the supervision of the VET providers and must comply with all rules and requirements on a delivery site.

Toilets during class time

Junior Campus students are expected to go in pairs during class time.

Senior Campus students must have their movement log signed in their organiser.

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 in our staff handbook

- Included as a reference in our school newsletter

- 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 parent reminders are sent at the beginning of each term in our school newsletter.

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

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on 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	18/8/2025
Approved by	Principal & School Council
Next scheduled review date	August 2027

