



## **YARD DUTY and SUPERVISION POLICY Lalor Campus**

### **PURPOSE**

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

### **SCOPE**

This policy applies to all teaching and non-teaching staff at Northern School for Autism – Lalor Campus, 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 in place during school hours, before and after school, and on school excursions and camps.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

#### **Before and after school**

NSA will provide staff supervision for students arriving before school between 8.50am and 9.00am. Classes commence at 9.00am. The school will provide staff supervision for students after school between 3.00pm and 3.15pm. Outside of these hours, school staff will not be available to supervise students. This information is provided to parents/guardians on a regular basis via the school newsletter.

Students arrive with their parent/carer and are handed directly over to a staff member in the classroom. At the end of the day, students are released by staff only to their parent/carer.

Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods. Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the principal or their nominee.

Parents and carers should not allow their children to attend Northern School for Autism Lalor Campus outside of these hours.

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

**Lalor Campus**  
16-18 Gertz  
Reservoir Vic 3073  
Phone: 03 9462 5990

**Lalor Campus**  
2 - 4 Lyndon Street  
Lalor Vic 3075  
Phone: 03 9464 3480

- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

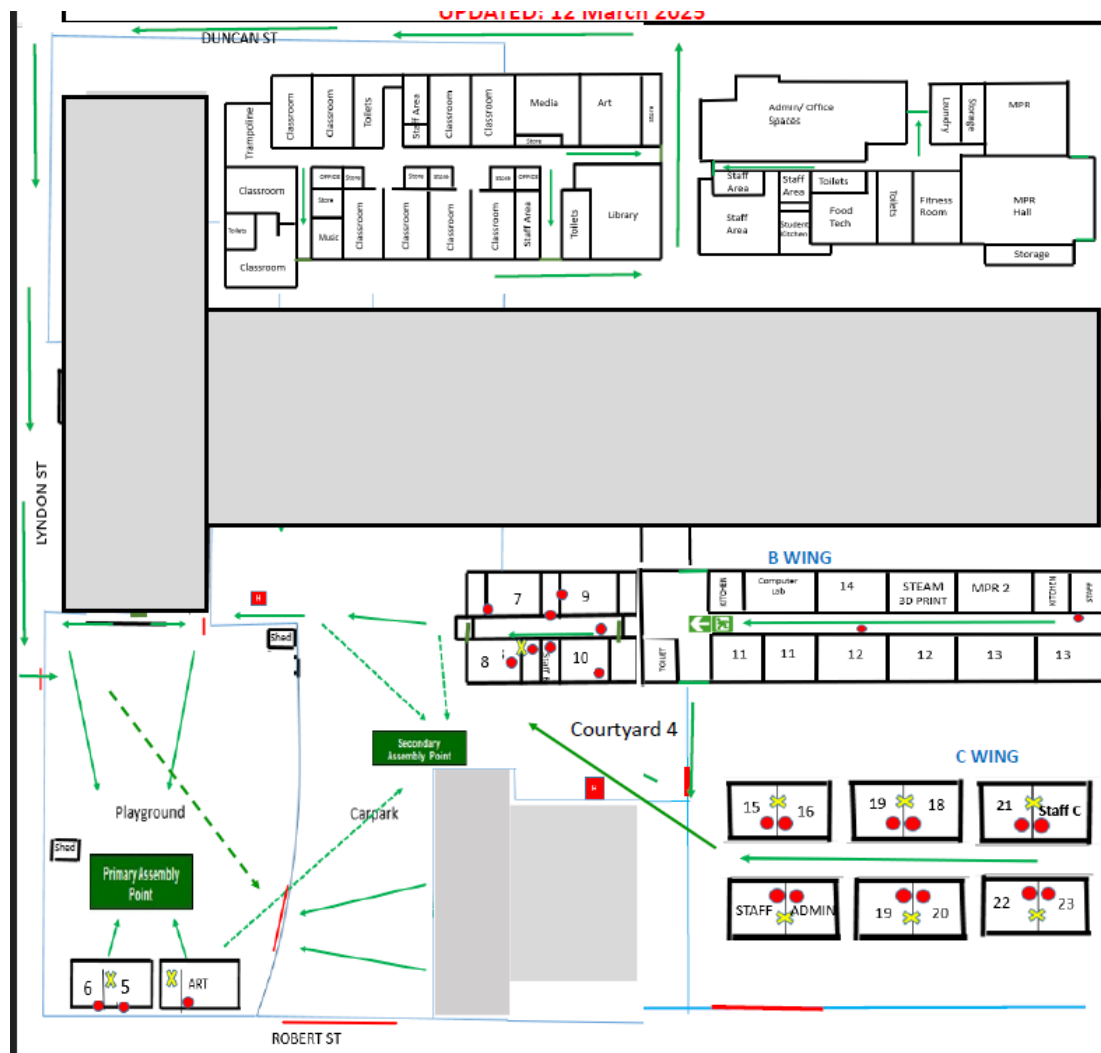
School staff who are rostered on for before or after school supervision must follow the processes outlined below.

### Yard Duty

All staff at Northern School for Autism are expected to assist with yard duty supervisions. Leadership will be responsible for preparing a 'Yard Duty Roster' each term that allocates teachers to supervise students in defined areas of the school grounds. Details of the roster will be communicated to teachers at staff/sub school meetings and via email. At Northern School for Autism, school staff will be designated a specific yard duty area to supervise.

### Yard Duty Zones

The designated yard duty areas for our school (as at Term 2, 2025) are the playground and court yard 4.



### Yard Duty Equipment

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored with individual staff members.

**Lalor Campus**  
 16-18 Gertz  
 Reservoir Vic 3073  
 Phone: 03 9462 5990

**Lalor Campus**  
 2 - 4 Lyndon Street  
 Lalor Vic 3075  
 Phone: 03 9464 3480

## Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are relieved by another staff member.

During yard duty, supervising staff must:

- lead students in and out of school building
- methodically move around the designated zone ensuring active supervision of all students; check toilets, behind buildings, around corners, behind trees, etc.
- 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)
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard.
- send for extra assistance if feeling uncomfortable or concerned with any situation.
- enforce Northern School For Autism expected behaviours and implement appropriate strategies and consequences for breaches of safety rules, in accordance with any relevant measures set out in NSA's Student Engagement and Wellbeing policy.
- ensure that students who require first aid assistance receive it as soon as practicable, injuries must be attended to by First Aid Officers. The teacher on duty at the time the injury occurred must complete the accident register in consultation with the First Aid Officer.
- notify the Classroom Teacher and Sub School Leader and log any incidents or near misses as appropriate on Sharepoint.
- follow the processes set out in the 'Unauthorised student departure from school' section of this policy.

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 their sub school leader 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 sub school leader but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office or call sub school leader and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

No hot drinks are to be taken inside or outside during duty.

## Classroom

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

Students must be supervised in the classroom or specialist areas. (This includes before and after school, lunchtimes and recess breaks).

**Lalor Campus**  
16-18 Gertz  
Reservoir Vic 3073  
Phone: 03 9462 5990

**Lalor Campus**  
2 - 4 Lyndon Street  
Lalor Vic 3075  
Phone: 03 9464 3480

The classroom teacher has ultimate responsibility for all students in their care (At law, the Duty of care cannot be delegated), this includes supervision of students who are in the care of Education Support Staff or trainee teachers.

External education providers and para-professionals must have appropriate certification (e.g. Working with Children Clearances) and ensure that supervision guidelines are followed.

In an emergency situation the teacher must contact the Sub School Leader, or Assistant Principals.

If a teacher needs to leave the classroom at any time during a lesson, they should first contact the Sub School Leader for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Care needs to be taken in allowing students to leave the classroom and transitioning between learning spaces. Movement of students must be supervised at all times.

### **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 activities. Appropriate supervision will be planned for special 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**

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

The Northern School for Autism 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 classrooms designated by the Principal and Assistant Principal.

Many of the students at Northern School For Autism cannot engage in Google Classroom. Alternative Learning Packs are sent home with each student so they have physical learning tasks to complete. NSA does not run virtual classrooms where a student would be at home.

### **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](#)

### **Supervision of student in emergency operating environments**

**Lalor Campus**  
16-18 Gertz  
Reservoir Vic 3073  
Phone: 03 9462 5990

**Lalor Campus**  
2 - 4 Lyndon Street  
Lalor Vic 3075  
Phone: 03 9464 3480

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.

### **Early departure of students prior to dismissal time**

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept on the iPad and completed for all students departing the school early. Details will include the student's name, group, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- No students will be sent home on their own outside of normal dismissal time, unless with the express written request/permission of the custodial parent.

### **Unauthorised student departure from school**

If a member of school staff witnesses a student leaving school grounds without authorisation (following initial attendance), they should contact the Principal immediately. The staff member will follow and verbally direct and support the student to return to school grounds, in accordance with relevant strategies set out in the student's Behaviour Support Plan. If the staff member is unable to successfully direct the student back to school, the student's parents/carers will be contacted and the staff member will continue to supervise the student until a parent or carer arrives, or until the student is safely back within the school grounds. Police will be contacted as required, to support with any significant safety risks. Restraint or other physical intervention will only be used in accordance with the Department's Restraint and Seclusion Policy.

When a student departs from the school without authorisation and their whereabouts are unknown, the parent/guardian will be informed immediately. Each staff member will be allocated to check the school and its surrounds.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Incident Support and Operations Centre, telephone 1800 126 126.

## **COMMUNICATION**

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

- Discussed at staff briefings or meetings, as required
- Included in staff induction processes
- Included in our staff handbook

Information for parents and students on supervision before and after school is available on our school website

## **REFERENCES**

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](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

**Lalor Campus**  
16-18 Gertz  
Reservoir Vic 3073  
Phone: 03 9462 5990

**Lalor Campus**  
2 - 4 Lyndon Street  
Lalor Vic 3075  
Phone: 03 9464 3480

[northern.sch.autism@education.vic.gov.au](mailto:northern.sch.autism@education.vic.gov.au)  
<http://www.northernautism.vic.edu.au>

Please refer to the School: Camps and Excursions (including local excursions) Policy, Visitors to the Schools Policy, Duty of Care and Child Safe Standards

## REVIEW

Policy last reviewed	April 2025
Approved by	Principal
Next scheduled review date	January 2027 – <i>the mandatory minimum review cycle for this policy is 2 years</i>

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

**Lalor Campus**  
16-18 Gertz  
Reservoir Vic 3073  
Phone: 03 9462 5990

**Lalor Campus**  
2 - 4 Lyndon Street  
Lalor Vic 3075  
Phone: 03 9464 3480