

Muhammadiyah Australia College

YARD DUTY AND SUPERVISION POLICY



Endorsed on:	April 2026
Endorsed by:	Board of Directors
Next Review:	April 2028

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Purpose

This policy is to ensure staff at Muhammadiyah Australia College understand their supervision and yard duty responsibilities.

Scope

The Principal is responsible for ensuring that there is a well-organised and responsive arrangement of supervision in place during school hours, before and after school, and on school excursions and camps. This is in line with the duty of care obligations and child safe standards.

This policy applies to all teaching and non-teaching staff at Muhammadiyah Australia College, including education support staff, casual relief teachers and visiting teachers.

College 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.

Implementation

The College is committed to ensuring that student in our care are protected to the best of our ability, in line with Ministerial Order 1359: Child Safe Standards – Managing the Risk of Child Abuse in Schools.

The Principal is responsible for implementing this policy.

Supervision

Supervision is a duty of care owed to students for their safety and wellbeing, and to protect them from foreseeable harm, abuse or injury. The College has an obligation to ensure appropriate supervision of students. Also, refer to the **Duty of Care Policy**.

The Principal will ensure:

- appropriate arrangements are in place for student supervision before, during and after school hours;
- staff members are aware of their specific supervision responsibilities relating to student supervision either onsite, online and offsite;
- parents/carers/students are regularly informed about supervision arrangements available before and after school.

Parents/carers are responsible for the care and supervision of students travelling to and from the College.

The Principal will:

- arrange for student supervision according to school needs;
- ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school.

When making supervision arrangements, the College considers reasonably foreseeable risks of injury including hazards that are known and could have been foreseen and prevented:

Supervision arrangements include:

- **classroom supervision** by registered teachers. Teachers are legally responsible for the wellbeing and safety of students under their care in their classrooms.
- **general supervision** by staff who have a Working with Children Clearance and have completed relevant first aid training. General supervision situations include supervision duty, lunch and recess duty, and supervision of an ill student in the First Aid Room by the First Aid Officer. This can also include off site supervision during related excursions activities.

Supervision responsibilities during school hours

The following lists supervision requirements/considerations for specific circumstances during school hours.

Classroom supervision

Classroom teachers are legally responsible for the wellbeing and safety of students under their care during class and are required to arrive for classes on time, supervise students in their classroom, manage student behaviour taking appropriate disciplinary action, when necessary, and provide students with guidance and any necessary support to ensure they are safe and engaged in learning.

Teachers are not permitted to leave the classroom unattended at any time during a lesson, as teacher's duty of care cannot be delegated, unless there is appropriate or alternative teacher presence. If a teacher needs to leave the classroom during a lesson, the teacher must contact the Principal, the Daily Organiser, the College Main Office or other teachers by mobile phone or text message for assistance or advice. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Recess and lunch times

Students must be supervised during recess and lunch in line with the supervision roster. For students who seek to leave school premises during lunch or recess, procedures must be in place that incorporate written parent/carer's requests.

Excursions

The college will ensure appropriate levels of supervision are planned for all student excursions, including camps and local excursions. Refer to Camps and Excursions Policy.

Swimming pools

Students will always be supervised while using a swimming pool. Refer to Camps and Excursions Policy.

Visiting speakers/instructors

Teachers must supervise their students during a presentation from a guest speaker. Visiting speakers do not have the authority to supervise students in schools.

Supervision responsibilities before and after school

Muhammadiyah Australia College's grounds are supervised by staff from 8:30am until 4:00pm. Outside of these hours, staff will not be available to supervise students.

Before & after school areas of supervision:

- Inside the College ground
- At the gate
- Parking area

Parents and carers should not allow their children to attend Muhammadiyah Australia College outside of these hours.

If a student arrives at the College 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)
- 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.

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

The Principal will ensure:

- school supervision is provided for 15 minutes before and after the first and last bell times of the school day respectively,
- parents/carers are regularly informed about supervision available before and after school,
- sufficient teachers are available to supervise the departure of students at the end of the school day,
- teachers supervising departures are not called away for other duties without alternate supervision being arranged.

More supervision may be required:

- before or after school, based on local circumstances,
- younger students, particularly Foundation students.

Additional supervisory considerations at the beginning and end of the school day

The Principal may organise supervision of entry and exit points that considers:

- any entry or exit points that are in use
- road traffic conditions
- designated pick up and drop off areas
- whether any entry or exit points should be:
 - locked
 - designated as out of bounds
 - supervised

Yard Duty

All staff at Muhammadiyah Australia College are expected to assist with yard duty supervision and will be included in the weekly roster. The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Muhammadiyah Australia College, staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our college are:

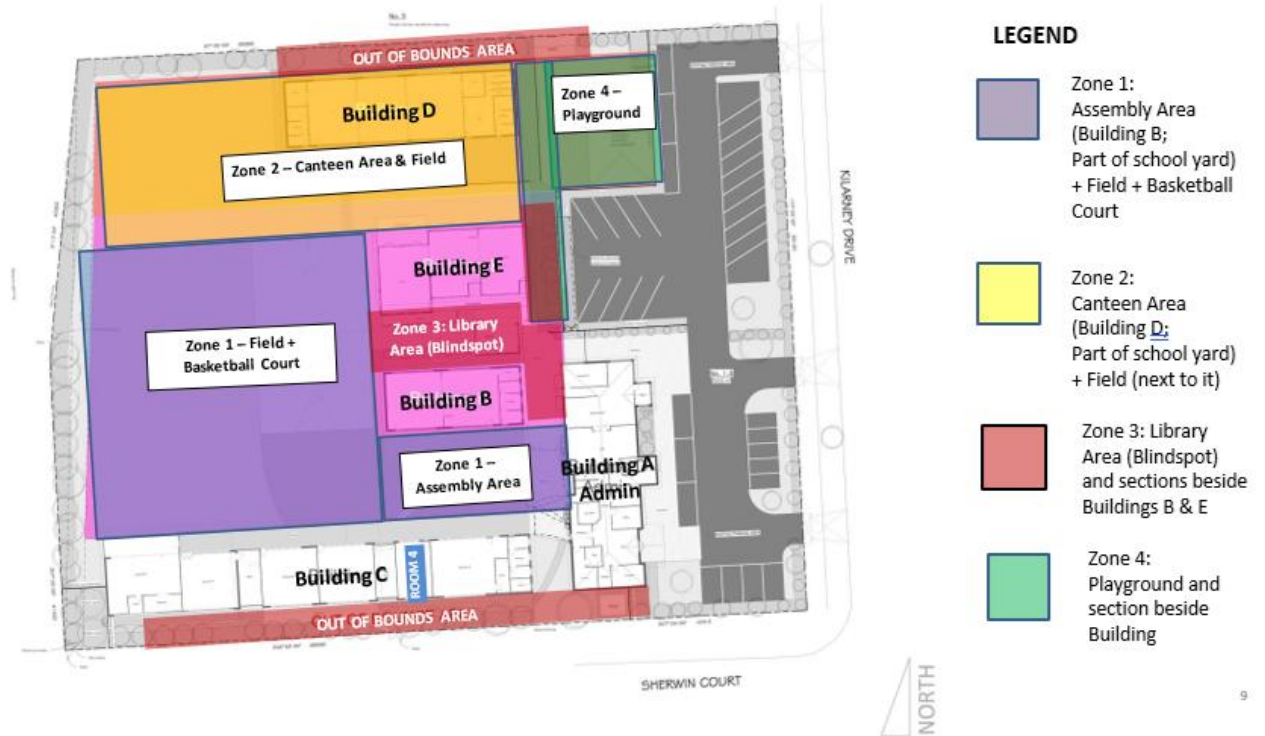
Zone	Areas covered
1	Assembly Area (Building B; Part of school yard) + Field + Basketball Court
2	Canteen Area (Building D; Part of school yard) + Field (next to it)
3	Library Area (Blindspot) and sections beside Buildings B & E
4	Playground and section beside Building D

Map of the Yard Duty Areas:

DIAGRAMATIC PLAN - YARD DUTY ZONING

MUHAMMADIYAH AUSTRALIA COLLEGE
1-3 KILLARNEY DRIVE - MELTON VIC 3337
APRIL 2021

NOT TO SCALE
REV C - 17.09.21 FINAL APPROVED ISSUE



During yard duty, supervising staff must:

- wear a provided safety/hi-vis vest whilst on yard duty;
- carry a First Aid Yard Duty Bag;
- carry a walkie-talkie to facilitate any necessary communication;
- remain in the designated area until they are replaced by a relieving teacher;
- methodically move around the designated zone;
- 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 in our Student Policy;
- ensure that students who require first aid assistance receive it as soon as practicable. Each first aid bag has sick bay passes that will need to be given to the injured student;
- record any incidents or near misses. Staff must record the students names, grades, what has happened and log this on the Student Management Software as appropriate.

Handover and Relieving Procedure:

1. If a staff being relieved of a yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.
2. If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Principal or the Daily Organiser, with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.
3. If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Principal or the Daily Organiser but should not leave the designated area until the relieving staff member has arrived in the designated area.
4. If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a student to the office to report 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.

Other onsite supervision arrangements

Unwell or injured students will be assessed by the First Aid Officer. For more details, refer to the First Aid Policy.

Online supervision

The College has a range of policies and strategies to ensure it provides appropriate supervision. The College has a duty of care obligation to ensure students are safe while undertaking school related online programs. Refer to the Digital Learning Policy and Bullying and Harassment Policy.

School activities, camps and excursions

The Principal and leadership team are responsible for ensuring that students are appropriately supervised during all school related 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. Refer to the Camps and Excursions Policy.

Third-party considerations

The College may engage a third-party provider to conduct part or all of a school related activity. In cases where the College will engage a third party provider, it will ensure they comply with the child safe standards as part of their contractual agreement (endorsed by the College Board) including procedures for preventing bullying and harassment as well as provision of suitable and safe arrangements in place, including appropriate emergency and critical incident management plans.

This is to ensure:

- the care, safety and welfare of students attending the external provider;

- the College retains responsibility for duty of care obligations as the activity is school related;
- disputes or concerns are resolved promptly between the College and the provider;
- students are appropriately supervised and cared for while the student attends, travels between or undertakes such activity with the provider.

Relevant Policies

Duty of Care Policy

Child Safety Policy

First Aid Policy

Restraint and Seclusion Policy

Communication

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

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our College website
- Made available in hard copy from College administration upon request