



MARIAN COLLEGE

Supervision & Yard Duty Policy

Marian College (the College), inspired by the Brigidine Sisters and Gospel teachings, fosters a nurturing environment focused on strength and kindness. Our Vision Statement guides us as an educational community, emphasising faith, love, service, achievement, and forward-thinking.

The College is owned by the Trustees of Kildare Ministries and is operated and governed by Kildare Education Ministries (KEM).

Purpose

The purpose of this policy is to affirm the College's commitment to providing a safe, secure, and supportive environment for all students entrusted to our care. The College and its teachers owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. The provision of adequate supervision is fundamental to ensuring that the College meets its duty of care obligations in areas such as

- All onsite and offsite activities.
- All activities involving external providers.
- All school sponsored activities that occur outside school hours.

Policy

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at the College as they arise.

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.

College 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.

Supervision will be provided to students that takes into account the degree of care needed for the protection of students and having regard to:

- Their age, skill and experience.
- Any physical and/or intellectual impairments.
- Medical conditions.
- Known behavioural characteristics.
- The nature of activities being undertaken and hazards.

All staff will receive first aid training and the College will ensure adequate first aid facilities are available with regard to the nature of the activities being undertaken.

Accidents and incidents will be dealt with promptly through appropriate treatment and/or intervention. All accidents and incidents will be recorded in the Incident Register with followup and remedial actions undertaken as appropriate to the particular situations and in accordance with relevant policies.

Supervision and Inspections

Hazards

Serious injuries from accidents in the College grounds can occur from inadequate supervision, inappropriate games, lack of maintenance of playground/Court equipment, overcrowded play areas and contamination from dangerous items such as broken glass and syringes. Each hazard has the capacity to pose a risk to the safety of students.

Maintenance

The College has implemented the following preventative measures to minimise the risk of onsite accidents and injuries:

- Risks associated with playground/courts accidents are regularly assessed.
- Regular playground/courts inspections are undertaken by yard duty staff and Maintenance staff.
- Our Hazard Register is reviewed, updated and maintained.
- Any dangerous items such as broken glass or syringes are promptly removed.
- Outdoor furniture and equipment is properly maintained.

Onsite/playground/Incursion/classroom supervision

The following requirements will be followed in regard to indoor and outdoor activities at the College:

- Students will be supervised in all activities that are undertaken as part of the classroom routine, as well as for activities that are not part of the regular routine.
- Adequate age appropriate supervision in class, including consideration of the nature activities being undertaken to ensure proper use of plant and equipment, proper handling of any hazardous substances and use of relevant protective equipment.
- College officers, trainee teachers or visiting teachers are not authorised to be responsible for a class in the absence of a designated class teacher.
- Trainee teachers, school officers and visiting teachers may work with one or more students in small group work, but only under the supervision and direction of the classroom teacher.

Before and After School Supervision & Yard Duty

Yard duty is an integral and important part of every teacher's role at the College. It is essential that staff always fulfil their obligations in this matter. Yard duty supervision takes precedence over other staff meetings. Staff will be provided with the appropriate equipment for yard duty.

A yard duty roster showing designated areas is used for supervision of the school yard before school, during school breaks and after school.

The Principal (or nominee) is responsible for preparing and communicating the yard duty roster.

The College operates classes between the hours of 8.20 am and 3.08 pm. The College will not accept responsibility for supervision of students outside of these hours except in the following conditions:

- College staff will supervise students from 8.20 am – 8.40 am each morning. Students should not be arriving at school before this time.
- Students attending out-of-hours excursions/camps will be supervised according to agreed arrangements made in respect of each activity.
- Students who wish to remain after hours at the College should discuss the matter with the Learning Associate or Community Leader to arrange appropriate supervision.
- Outside of normal school times, the Resource Centre is available for students from 8.20am – 8.35am each morning and until 4.00pm each afternoon.
- With the prior arrangement of Parents & Guardians, students may be required to attend a detention or academic resit held on a designated afternoon per week from 3.08pm to no later than 4.20pm. These sessions are supervised by the College staff.
- Homework Club and a range of after school classes and tutorials are available for students.

The College is committed to ensuring student safety however Parents & Guardians cooperation is essential to managing safety issues immediately before and immediately after school.



Before or after school activities (e.g., sport, band) will have supervision based on time and location, and Parents & Guardians will be informed that students outside regular supervision times may not be supervised to the usual school-day standard.

Excursion/Incursion/Camp/supervision

During all the College offsite activities, including camps, excursions and local functions, the College will ensure:

- There is a designated teacher-in-charge, for each offsite activity.
- All staff and assistants will refer to the teacher-in-charge for decisions, program changes, or concerns, and all teachers will share responsibility for all students in the activity.
- Teachers will ensure activities are designed with student safety in mind, exercise extra care for younger students, account for all students at all times, and ensure an adult accompanies students to public toilets for safety.
- The Teacher-in-charge will submit an activity record and risk assessment to the Principal for approval before the activity, and all assisting non-teaching adults must hold a current Working with Children Check.

Activities involving External Providers (onsite or offsite)

During activities involving external providers, either on site or off-site, the College will remain responsible for students at all times. This responsibility will not be delegated to others.

First Aid

In the event an accident occurs and a student is injured, supervising staff should follow the procedures as set out in our First Aid Policy.

Implementation

This Policy is implemented through a combination of:

- Risk assessments.
- Yard/playground inspections.
- Staff and student training.
- Effective yard/playground supervision.
- Effective communication and incident notification procedures.
- The availability of first aid facilities.
- Effective record keeping procedures.
- Initiation of corrective actions where necessary.

Related Documentation

[KM Child Safe Policy](#)

[Duty of Care Policy](#)

[Excursion, Incursion, Camps and Travel Policy](#)

[Child Safety & Wellbeing Policy](#)

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