

## YARD DUTY AND SUPERVISION POLICY FOR SECONDARY SCHOOLS

Reviewed by: Principal  
Date reviewed: November 2024  
Date of next review: November 2026

Signature: S. Roy  
Name: S. ROY  
Position: PRINCIPAL



If you need help to understand the information in this policy, please contact our office on 03 5754 4005.

### **Purpose:**

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

### **Scope:**

This policy applies to all teaching and non-teaching staff at Mount Beauty Secondary 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**

Mount Beauty Secondary College's bus area is actively supervised by staff from 8.30am and the remaining areas of the grounds and main building's corridor are supervised by school staff from 8.40am and until 3.40pm after school. The Library is not open before school, but is supervised after school until 4.30pm. Outside of these hours, school staff are not available to supervise students.

Students who wish to attend school outside of these hours are encouraged to remain in the Cafeteria area or outside.

### **Yard duty**

Teaching staff at Mount Beauty Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster. Education support Staff at Mount Beauty Secondary College may be expected to assist with yard duty/supervision at special events, such as sports days.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis.

At Mount Beauty Secondary College, staff listed first on the Daily Bulletin will supervise Zone 1, staff listed second will supervise Zone 2 and staff listed third supervise the corridor, Cafe and toilets at the first half of recess and first third of lunch.

The designated yard duty areas for our school are:

Zone	Area
Zone 1 (Orange, Oval side)	Soccer pitch side of the College: School flagpole to the end of the soccer goals, Cricket nets to centre of the Les Peart oval to the corner of the main building. <b><u>On Extreme Weather days</u></b> - Rooms 2, 3, 4, and 11
Zone 2 (Pink, Pondage side)	Pondage side of the College: In front of the Technology wing and the Jessie Hollonds' Studios to centre of Les Peart oval. Under cover basketball courts, netball court, shade sail areas and first court after shade sails. <b><u>On Extreme Weather days</u></b> - Rooms 2, 3, 4, and 11
Zone 3 (Yellow, Hall and Cafeteria)	Corridors The Cafe Boys and Girls toilets. <b><u>On Extreme Weather days</u></b> - Rooms 2, 3, 4, and 11
Zone 4 (The Library)	The Library during lunchtime only.



Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. Hand over should occur at the Front steps for Zone 1 (Soccer side), Cafe steps for Zone 2 (Pondage side) or Corridor/Cafe for Zone 3.

During yard duty, supervising school staff must:

- Collect the yard duty bum bag and vest from the back of the Staff Work Room door at the start of supervision and return it at the end
- move methodically around the designated zone to ensure that all areas are within line of sight to at least one yard duty teacher at a time
- 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
- enforce behavioural standards and implement appropriate consequences for breaches of safety or other rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate, i.e. Compass chronicle, alerting the Assistant Principal
- model Sun Smart behaviour during Term 1 and 4 and enforce students to wear hats when outside
- interact with students in your zone – this builds relationships and lets students know who is on duty.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into consecutive time periods), the staff member must ensure that the yard duty bum bag, vest and 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 teacher is unable to conduct yard duty at the designated time, they should contact the Daily Organiser with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising teacher needs to leave yard duty during the allocated time, they should send a message to the office, but should not leave the designated area until a relieving teacher has arrived in the designated area.

If the next duty teacher does not arrive for yard duty, the teacher currently on duty should send a message to the office and not leave the designated area until a relieving teacher has arrived.

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

### **Classroom**

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

If a younger child is asked to leave the classroom, send another student with the exiting student, or send another student with a note to the Assistant Principal/Principal/Office. Older students should be trusted to go to the General Office area and the classroom teacher is to follow up at the next convenient time possible.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the Office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before 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 and Training [Excursions Policy](#).

### **Digital devices and virtual classroom**

Mount Beauty Secondary College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Mount Beauty Secondary 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 or an allocated classroom.

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

- student attendance will be monitored via communication with the provider
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information

### **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](#)

### **Independent Study**

Year 12 students will have at least one study block consisting of five sessions each week, designated as 'study periods.' Attendance will be recorded by the supervising teacher when these sessions are scheduled in the designated Year 12 study space.

Students may leave school grounds during these study sessions, provided that:

1. They occur during periods 1 and 2 or periods 5 and 6.
2. Parental permission has been granted.

### **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
- 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.

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

## **Review Process:**

This policy was last updated on 8<sup>th</sup> November 2024 and is scheduled for review on 8<sup>th</sup> November 2026.

This policy will also be updated if significant changes are made to school grounds that require a revision of Mount Beauty Secondary College's Yard Duty and Supervision Policy.