



POLICY	YARD DUTY AND SUPERVISION
DATE:	May 2023
APPROVED BY:	Principal
TO BE REVIEWED:	May 2025



Help for non-English speakers

If you need help to understand the information in this policy please contact Strathmore Secondary College on phone number 9379 7999.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Strathmore 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

Strathmore Secondary College's grounds are supervised by school staff from 8.52am until 3.20pm. Outside of these hours, school staff will not be available to supervise students.

Yard duty

All staff at Strathmore Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster.

The whole-school yard duty roster is emailed to staff at the beginning of each term. A printed copy is also displayed in the social staffroom. Your allocated yard duties will appear on your Compass schedule and state the time and area of your duties.

Yard Duty Times

TIMES	Normal	Thursday	Assembly
Before School	8:52 – 9:02	9:05 - 9:15	8:52 – 9:02
Recess	10:41 - 11:05	10:50 – 11:15	10:51 - 11:15
L 1	12:39 – 12:56	12:45 – 1:00	12:39 – 12:56
L 2	12:56 - 1:26	1:00 – 1:30	11:56 - 1:26
After School	3:00 - 3:10	3:00 - 3:10	3:00 - 3:10
Bus Stop & After School Supervisor	3.00 – 3:20	3.00 – 3:20	3.00 – 3:20

The Daily Organiser Office is responsible for preparing and communicating the yard duty roster on a regular basis. At Strathmore Secondary College, 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, 2023 are:

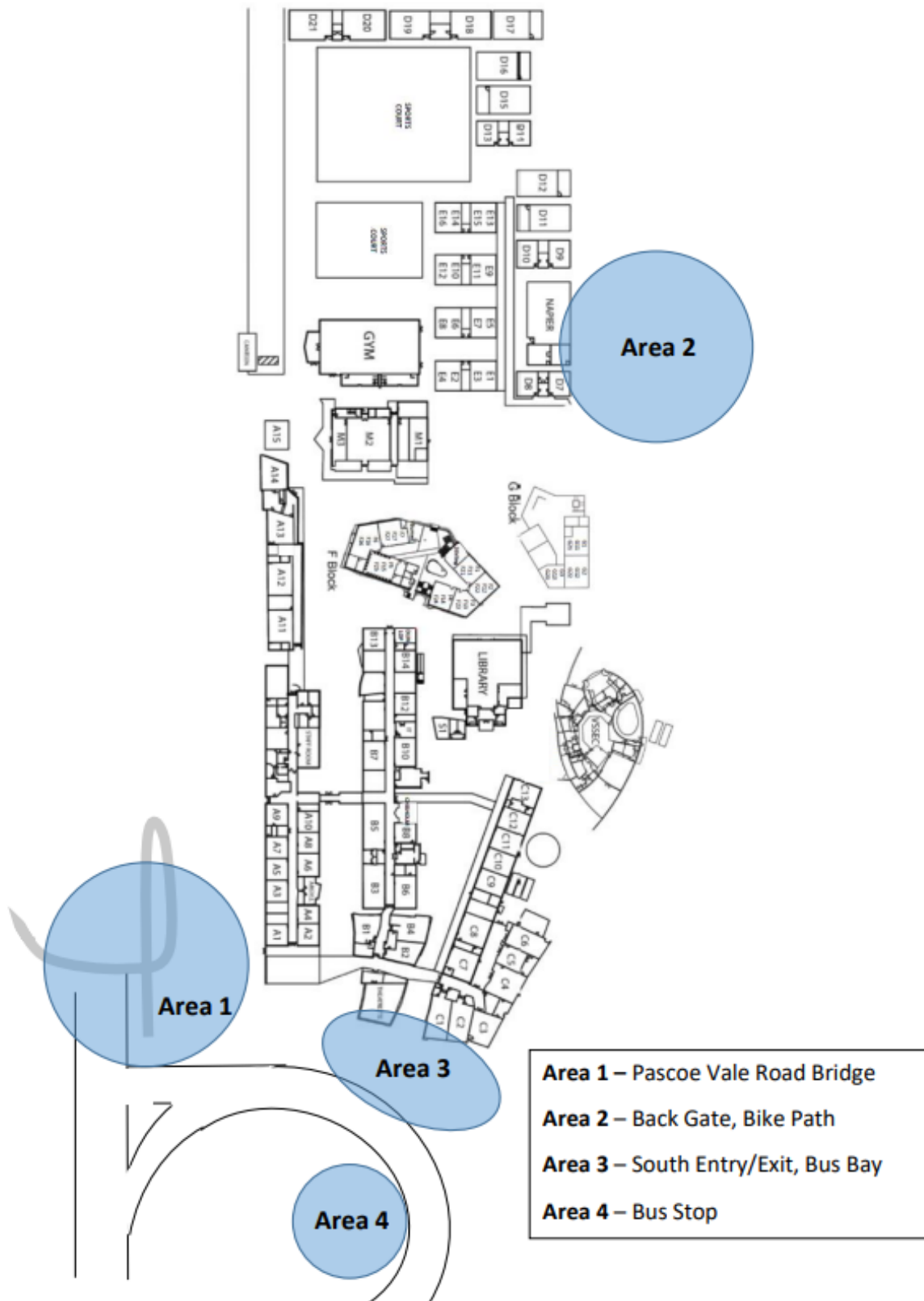
Recess and Lunchtime:

Area	Location
Area 1	Cafeteria and Surrounds
Area 2	Sports court, D 11-D21
Area 3	B Block
Area 4	Library and Surrounds
Area 5	M & E Block, Gym, D7-D12
Area 6	F Block
Area 7	VSSEC
Area 8	Theatrette and surrounds
Area 9	Top Oval
Area 10	G Block
Area 11	F Block

Before and After School:

Area	Location
Area 1	Pascoe Vale Road Bridge
Area 2	Back Gate, Bike Path
Area 3	South Entry/Exit, Bus Bay
Area 4	Bus Stop

Before and After School Yard Duty Areas



Strathmore Secondary College
Yard Duty Area Map 2023
Recess & Lunch



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the social staffroom
- boxed staff in red on the yard duty roster carry the yard duty first aid bag at all times during supervision of certain areas. The yard duty first aid bag will be stored in the social staffroom.
- Morning briefing instruction and induction from faculty leader in relation to yard duty instruction
- Have a mobile phone with them (mobiles are available at the general office). The phone number for reception is 9379 7999.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students and monitor students behaviour
- 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 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 with the OH&S representative and/or the Daily Organiser for Maintenance to follow up.

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 the Daily Organisation Office 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 Daily Organisation Office but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should

contact the Daily Organisation Office 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.

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 an Exit Policy is followed.

1. The student is removed from the classroom to wait in the view of the teacher. A responsible student is sent to the general office with the instruction that 'A (team name) student required removal from classroom X'
2. The general office contacts the coordinator of the student to collect them from the classroom
3. If the coordinator is not available, the chain of contacts is then: team Leader, available AP, available Leading Teacher
4. Student must fill out a Student Reflection sheet
5. Teacher is to go to Team Office ASAP to inform relevant coordinator/TL about incident, and schedule a time for a restorative meeting with student
6. Teacher writes formal email to coordination/TL which details the incident
7. Restorative meeting involving student, teacher, coordinator/TL should occur as soon as reasonably possible and prior to the next class. Student is not to re-enter class without the restorative meeting occurring
8. Appropriate consequences in line with 'Student Wellbeing Engagement Guidelines' will be given. Parent contact will occur.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Daily Organisation 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

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

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](#)

Independent Study

Year 12 students only will have one study block of five periods per week. Students are expected to be in the library or VCE Centre. Students are permitted to arrive late or depart early if their study periods land at the beginning or end of the school day.

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
- Included in our staff handbook

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.

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](#)
 - [School Based Apprenticeships and Traineeships](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Approved by	Principal
Next scheduled review date	May 2025

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