

YARD DUTY SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact 0357830300.

PURPOSE

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

SCOPE

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

Wallan Secondary College's grounds are supervised by school staff from 8:40am until 3:50pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the bus bay on Northern Hwy and the Windham street entrance.

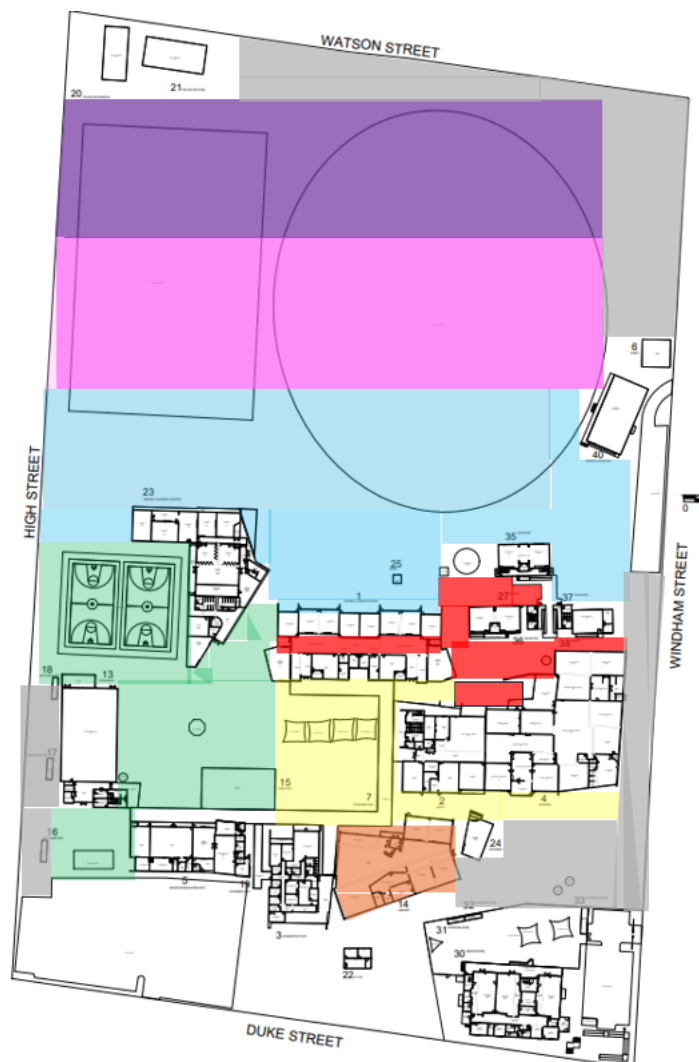
Yard duty

All teaching staff at Wallan Secondary College are expected to assist with yard duty supervision, as indicated by a scheduled duty on their timetable.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Wallan Secondary College, school staff will be designated a specific yard duty area to supervise.

Dry Weather Yard Duty Zones

The designated yard duty areas for our school are outlined below on the map



Before School: Bus Bay & Green	Supervise bus bays from 8:45am-8:55am
Before School: Campus Square	Supervise Campus Square, open Middle School Toilets & main gain entrance to the school from 8:45am-8:55am
After School 1: Bus Bay	Supervise students on the bus bay and ensure students are always behind the fences.
After school 2: Duke Street Bus Bay	Supervise students at <i>Duke Street</i> bus bay and walk along the front of the school.
Area 1: MS Toilets & Outside R Block	Includes locking the <i>Middle School locker bay</i> five minutes into lunch/recess and re-opening this five minutes before the end of lunch/recess and making sure <i>the Middle School toilets</i> are open/closed at the start and end of lunch/recess.
Area 2: Yr 7 Toilets & Canteen	Includes locking the locker bays outside J & V Block five minutes into lunch/recess and re-opening this five minutes before the end of lunch/recess, supervision of the <i>Canteen</i> and to make sure the <i>Year 7 Toilets</i> are open/closed at the start and end of lunch/recess.
Area 3: Outside J Block, Rugby & FT Oval	Areas specified on the map . This includes supervision of the back of V Block/rugby oval, between the areas of J1 and J8 and making sure all exterior doors are closed and locked.
Area 4: Rugby & FT Oval	Areas specified on the map. Down the middle of the rugby and football oval.
Area 5: Watson St/Rugby & FT Oval	Areas specified on the map, including the rugby and football oval and making sure students are not in the Out of Bounds areas which are behind the trees and the Recreation Reserve.
Area 6: M Block & Yr 8 Toilets	Areas specified on map. Includes making sure the <i>Year 8 toilets</i> are open/closed at the start & end of lunch/recess, ensuring all exterior doors at M Block are closed & locked. Further to this, the staff member will need to ensure the J Block entrance doors are locked after the first 5 minutes of lunch/recess and to open the J Block entrance doors at the end of lunch/recess.
Area 7: Library	Inside the library with Lisa assisting with supervision. This supervision is for the second half of lunch and recess only.
Out of Bounds	Students are not permitted in these areas under any circumstances.
Please ensure you take and return a <i>Walkie Talkie</i> with you on Yard Duty from your office space.	
Duty Students: Will open and close the locker bays at the start and end of lunch/recess.	
ES Staff Members: Can be rostered on to support a teacher in the yard if this is considered part of their normal duties. This will be reflected on the relevant ES staff member's Compass.	

Wet Weather Yard Duty Zones



Area 1: MS Toilets & Outside R Block	Includes locking the <i>Middle School locker bay</i> five minutes into lunch/recess and re-opening this five minutes before the end of lunch/recess and making sure the <i>Middle School toilets</i> are open/closed at the start and end of lunch/recess. Remind students to get out of the rain and remain in under cover areas.
Area 2: Yr 7 Toilets & Canteen	Includes locking the locker bays outside J & V Block five minutes into lunch/recess and re-opening this five minutes before the end of lunch/recess, supervision of the <i>Canteen</i> and to make sure the <i>Year 7 Toilets</i> are open/closed at the start and end of lunch/recess. Remind students to get out of the rain and remain in under cover areas.
Area 3: J Block Corridor (Junior School End)	Supervise students in the <i>Junior School</i> space of J Block from J1-J4. 1-2 classrooms can be opened to provide students space if needed. Staff member to actively supervise in these spaces.
Area 4: J Block Corridor (Middle School End)	Supervise students in the <i>Middle School</i> space of J Block from J5-J8. 1-2 classrooms can be opened to provide students space if needed. Staff member to actively supervise in these spaces.
Area 5: V Block	Supervise students in the V Block/Senior School space. This includes the Study Space. Staff member to actively supervise in these spaces.
Area 6: Library	Supervise students in the library space, assisting Lisa with supervision.
Area 7: Library	Supervise students in the library space, assisting Lisa with supervision.
Out of Bounds	Students are not permitted in these areas under any circumstances during a wet day timetable. Year 8 Toilets will be closed during a Wet Day Timetable.
Please ensure you take and return a <i>Walkie Talkie</i> with you on Yard Duty from your office space. Duty Students: Will open and close the locker bays at the start and end of lunch/recess. ES Staff Members: Can be rostered on to support a teacher in the yard if this is considered part of their normal duties. This will be reflected on the relevant ES staff member's Compass.	

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be provided to staff members.
- Carry a two-way radio for communication purposes.

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
- 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
- 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 Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass

If being relieved of their yard duty shift by another staff member, 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 Organiser 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 Organiser 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 communicate this via the two-way radio to the 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.

Students who are relocated from the classroom, must report to their relevant sub-school compliance officer. They will be allocated to an alternative classroom teacher who will supervise the student for the remaining class time.

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

Wallan Secondary College follows the Department's [Digital Technologies - Responsible Use policy](#) with respect to supervision of students using digital devices.

Wallan 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.

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

- student attendance will be monitored every class by the classroom teacher
- 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 only, will have three sessions of study per week. This will be timetabled as a formal 'study' and attendance will be recorded by the Senior School compliance officer. Students will not be permitted to leave school grounds during these sessions.

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
 - Included as an electronic copy on the school website
 - 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 and parent reminders are sent throughout the year on Compass.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Digital Technologies - Responsible Use](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [School Based Apprenticeships and Traineeships](#)
 - [School Community Work](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	12 th August 2026
Approved by	Principal
Next scheduled review date	12 th August 2026

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