



## Yard Duty and Supervision Policy

### Purpose:

To ensure Whittlesea Secondary College staff understand their supervision and yard duty responsibilities.

### Scope:

This policy applies to all teaching and non-teaching staff at Whittlesea 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 the College as they arise. It also plays a vital role in helping Whittlesea Secondary College to discharge their duty of care to their students.

The Principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during College hours, before and after school, and on any College excursions and camps and other College activities.

Whittlesea Secondary College staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to College 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 operating hours:

Whittlesea Secondary College's grounds are supervised by College staff from 8.30am until 3.30pm during school terms and days that students are required to be on site. 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/guardian to:

- Advise the College of the supervision arrangements before school.
- Request that the parent/guardian 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/guardians.
- Attempt to contact the emergency contacts.
- Contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.



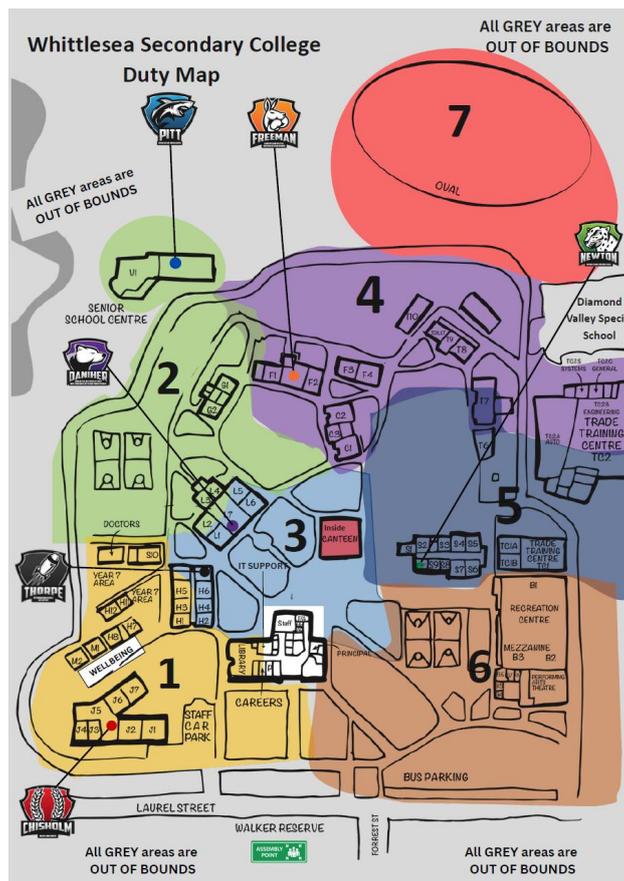
**Yard Duty:**

All Staff at Whittlesea Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster/bulletin. The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis through schedules on Compass and the daily bulletin.

The 7 designated yard duty areas for Whittlesea Secondary College:

Zones	Areas
Zone 1: Yellow	J Block, H Block, Staff Car Park, Library Area, Careers Area
Zone 2: Green	G Block, VI Block
Zone 3: Blue	H Block, L Block, Canteen Area
Zone 4: Purple	F Block, T 7-10 Block, Trade Training Centre 2
Zone 5: Grey/blue	T1-T7 Block, S Block, Trade Training Centre 1
Zone 6: Orange	B Block, PAC, Gym, Basketball courts, Bus Parking Area
Zone 7: Red	Oval

See Appendix 1 for full map





## Yard Duty Equipment:

Whittlesea Secondary College staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty.
- Have your name badge on at all times
- Always carry the yard duty first aid bag during supervision. The yard duty first aid bags are stored in each office.

## Yard Duty responsibilities:

College 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 College staff must:

- Methodically move around the designated zone ensuring active supervision of all students. Staff are required to move in a clockwise or anticlockwise position, 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/s who are observed on College grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods).
- Ensure students remain in their designated year level zones.
- 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 College'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 on Compass.

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 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 contact the Daily Organiser immediately 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 break times.



## Classroom:

The classroom teacher is responsible for the supervision of all students in their care during class times. If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the General Office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

## College Activities, Camps and Excursions:

The Principal and leadership team are responsible for ensuring that students are appropriately supervised during all Whittlesea Secondary College activities, camps and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for all College 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.

## Digital Devices and Virtual Classroom:

Whittlesea Secondary College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices. Whittlesea Secondary College will also ensure appropriate supervision of College students participating in remote and flexible learning environments while on College grounds. In these cases, students will be supervised.

## Students requiring additional supervision support:

Sometimes College 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 College activities.

## Workplace learning programs:

When students are participating in workplace learning programs, such as:

- Work experience for Year 9s and Year 10s
- School-based apprenticeships (SBATs) and traineeships
- Structured workplace learning (SWLs)

Whittlesea Secondary College staff ensure that safety and welfare of the student is paramount. College 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 one study block of three sessions per week. This will be timetabled as 'Resource Centre' where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. Students will not be permitted to leave College grounds during these sessions.

## Supervision of students under emergency conditions:

In emergency circumstances Whittlesea Secondary College will follow our Emergency Management Plan, including with respect to supervision. In the event of any mandatory period of remote or flexible learning our College will follow the operations guidance issued by the Department.

## Communication:

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

- Available publicly on our College website.
- Included in staff induction processes.
- Included in staff handbook/manual.
- Included in enrolment packs.
- Reminders send on COMPASS.
- Hard copy available from College administration upon request.

## Further Information and Resources:

The Department's Policy and Advisory Library:

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [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:

<b>Policy last reviewed</b>	February 2026
<b>Approved by</b>	Principal
<b>Next scheduled review date</b>	September 2027



Appendix 1.

