

Yard Duty and Supervision Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Echuca College on 03 5482 1133 or echuca.co@education.vic.gov.au.

PURPOSE

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

SCOPE

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

Echuca College's grounds are supervised by school staff from 8:30am until 3:35pm. Outside of these hours, school staff will not be available to supervise students.

From 8:30 school staff will supervise the following arrival points; front of the school grounds immediately adjacent to Butcher Street, the area bordered by College Drive including the bus exchange and the area surrounding the bus exchange, the area surrounding the bike sheds accessed via Luth Street. All students are expected to make their way into the main areas of the school after arrival and are not permitted to remain in the arrival areas.

If a student arrives at school 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/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer 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/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Students who wish to attend school outside of these hours will be expected to report to the staff member who is responsible for the extra-curricular activities. These activities may include but are not limited to homework club, production practise, music practise, social activities.

Yard duty

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

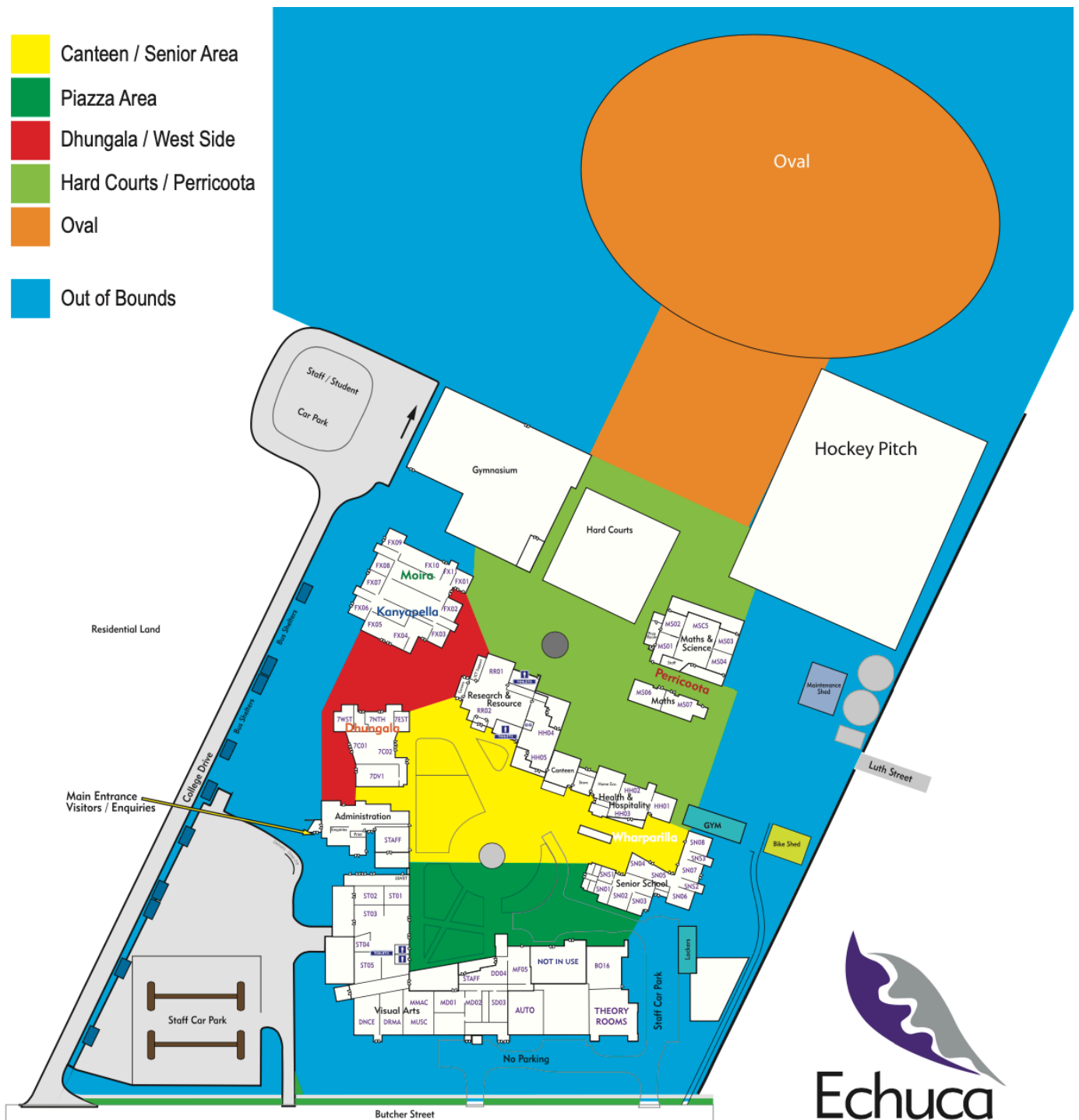
The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Echuca College, school staff will be designated a specific yard duty area to supervise which will be communicated on the yard duty roster and included in the daily schedule on Compass.

Yard duty zones

The designated yard duty areas for our school as at insert date Term 1, 2023 are:

| Area | Description |
|------------------------------|---|
| Bike Shed | Bike Shed (Luth St Entrance) |
| Bus A | College Drive |
| Bus B | Butcher St |
| Canteen | Canteen - Senior Area |
| Hard Court 1 | Hard Courts - UFO end |
| Hard Court 2 | Hard Courts - Oval end |
| Library | Library/Computers |
| Luth St | Luth St entrance - Bike shed grass area |
| Oval 1 | Oval (Cricket nets end) |
| Oval 2 | Oval (Hockey pitch end) |
| Piazza | Piazza - Technology Area |
| Yr 7 Area (Horseshoe) | Around C3 - Horseshoe/College Drive |

- Canteen / Senior Area
- Piazza Area
- Dhungala / West Side
- Hard Courts / Perricoota
- Oval
- Out of Bounds



Yard duty equipment

School staff must:

- wear the hi-vis safety vest provided whilst on yard duty. Spare safety/hi-vis vests will be stored in the Daily organisers office.
- It is recommended that staff carry a mobile phone while on yard duty

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 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 (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 Echuca College's *Student Engagement and Wellbeing* 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 or Edusafe
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next 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 a member of the Leadership team but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office and not leave the designated area until a replacement 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. All staff are responsible for the supervision of students in the Community and Specialist Learning areas of Echuca College. All staff are responsible for supervising students as they move around the school during class time to use the college facilities.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a colleague in their teaching space and or seek assistance from the leadership team by contacting the office. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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 [Excursions Policy](#).

Digital devices and virtual classroom

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

Echuca 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 common area of a community leaning space.

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 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 a formal 'study period'. Students will be supervised during study periods in the common area of the Senior Learning Community. 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 a reference in our school newsletter each term
- 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 at the beginning of each term in our school newsletter.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on 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](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)

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

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|-----------------|
| Policy last reviewed | May 2025 |
| Approved by | Principal |
| Next scheduled review date | Before May 2027 |

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