

Peter Lalor Secondary College

Yard Duty and Supervision Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Peter Lalor Secondary College on 03 9464 0122 or peter.lalor.sc@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 Peter Lalor 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.

1. Before and after school

Peter Lalor Secondary College's grounds are supervised by school staff from 8:45 am until 3:15 pm. Outside of these hours, school staff will not be available to supervise students.

Before school, the school Common Room is supervised for Breakfast Club from 8.30 am- 8.45 am (Monday, Tuesday, Thursday, Friday) and the Main Entrance is supervised between 8.40 am to 9.00 am. After School, our Main Entrance is supervised between 3.00 pm and 3.15 pm.

Students who wish to attend school outside of these hours will be expected to communicate with a college staff member ahead of time that they will be on site.

2. Yard duty

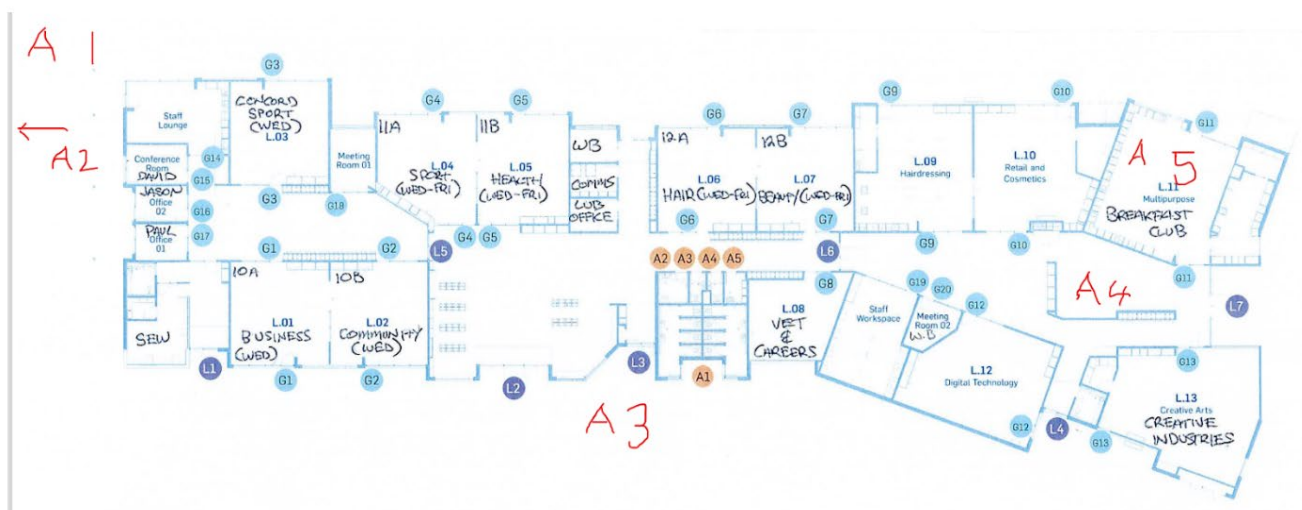
All staff at Peter Lalor Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster.

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

3. Yard duty zones

The designated yard duty areas for our school (as at Term 3, 2024) are:

Zone	Area
Area 1	Outside Courts/Gym on wet days
Area 2	Area 1 to cover
Area 3	Main Entrance-Toilets
Area 4	Roving with Area 3 staff
Area 5	Common Room
Tasty Truck	Tasty Truck



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 each staff member.
- carry a mobile phone to call in case assistance is needed.
- Be familiar with important yard duty information such as student health and safety information (stored in staff kitchen, first aid cabinet and SEW office) and the location of medical equipment and medication in case of emergency.

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 at the General Office (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 your school'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 and/or Edusafe Plus
- 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 Assistant Principal (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 Assistant Principal (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 send a message to the Assistant Principal (Daily Organiser) 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.

4. Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. If a student is exited from the class for behavioural reasons, the teacher will notify the SEW office who will supervise the student for the remainder of the session or until the student is returned to the classroom.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a Principal member or the SEW Team for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

5. 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](#).

6. Digital devices and virtual classroom

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

7. 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.

8. 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:

- [Structured Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)

- [School Community Work](#)

9. 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
- 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

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	1st August, 2024
Approved by	Principal
Next scheduled review date	Before August 2026

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