Yard Duty and Supervision Policy

Table of Contents

Location 1
Language Opportunities 2
Purpose 2
Scope 2
Policy 2
- Before and after school 2
- Yard duty 3
- Yard duty equipment 4
- Yard duty responsibilities 4
- Classroom 5
- School activities, camps and excursions 5
- Digital devices and virtual classroom 5
- Students requiring additional supervision support 5
- Workplace learning programs 5
- Independent Study 5
- Supervision of student in emergency operating environments 6

Communication 6
Further Information and Resources 6
Policy Review and Approval 6

Location

All Coburg High School policies are located under the 'community tab' on Compass, sub-section 'School Documentation' and then 'Policies.

Language Opportunities

If you require this document to be translated into another language, please contact:
info@coburg.vic.edu.au

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Purpose

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

Scope

- This policy applies to all teaching and non-teaching staff at Coburg High School, 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

Coburg High School's grounds are supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff will not be available to supervise students. Before school, supervision is mostly focused on assisting students to head inside for their first lesson. After school, Coburg High Staff supervise the bus stops on Bell Street given the higher level of risk posed in this area. If on site after hours, students should be studying in the library or attending an extra-curricular activity.

Yard duty

Staff at Coburg High School assist with yard duty supervision, both scheduled and additional, and are included in the weekly roster.

The Assistant Principal of Operations is responsible for preparing and communicating the yard duty roster on a regular basis. At Coburg High School, staff are designated a specific yard duty area to supervise during specific times (before school, recess, lunch, after school)

CHS amends their Yard Duty zones each year according to need. A sample is below.

Yard duty equipment

School staff are instructed to:

- wear a provided/hi-vis vest whilst on yard duty, which are stored in staff offices including the General Office.
- Carry a walkie talkie or their mobile phone with the school's General Office number (9353 1700) prep-programmed
- carry a yard duty first aid bag during supervision. The yard duty first aid bags are stored in the General Office.
- Be familiar with the yard duty handbook

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, according to the instructions in the Yard Duty handbook
- 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
- Contact Front Office if they have concerns about any unknown visitor observed on school grounds without a clear legitimate purpose
- log any incidents or near misses as appropriate

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 should 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 General 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 send a message to the office to request follow up.

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 needs to leave the classroom, it should only be for toilet breaks. This should be documented on Compass. If a whole class needs to leave the classroom, the teacher must go with them and maintain line of sight of all students.

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

Coburg High School 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
- School Community Work

Independent Study

Some students at Coburg High have independent study periods. Students who are in Years 10 - 12 who have independent study periods at the beginning or end of the day may arrive late/leave early. Study periods that occur in the middle of the day require students to stay on school grounds. When undertaking study periods on school grounds, students must be in the library or any other space dedicated by the school to the activity.

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 via the website and on Compass under School Documentation.
- Staff receive access to a Yard Duty handbook

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
    - School Community Work
    - Structured Workplace Learning
    - Supervision of Students
    - Visitors in Schools
    - Work Experience

Policy Review and Approval

Policy last reviewed	2026
Approved by	Principal
Next scheduled review date	2028