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## Yard Duty and Supervision Policy

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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 Heathmont College, including education support staff, casual relief teachers and visiting teachers.

### POLICY

Appropriate supervision is an important strategy to monitor student behavior 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

Heathmont College's grounds are supervised by school staff from 8.30am until 3.25pm.

Outside of these hours, school staff will not be available to supervise students except by prior arrangement.

Before school (8.30 – 8.55am), the front of the school and courtyards will be monitored by staff. After school (3.00 – 3.25pm) the bus stop on Waters Grove is supervised by staff.

Students who wish to attend school outside of these hours are encouraged to sign in and out on Compass at the front office, using their Compass card. The front office is staffed from 8.00am until 4.30pm.

The Leading Teacher: Operations & reporting and the Daily Organiser are responsible for preparing and communicating the yard duty roster on a regular basis. At Heathmont College, school staff will be assigned yard duty on a fortnightly schedule. Yard Duty extras to cover absent staff will be communicated on the Daily Org sheet emailed each day and will appear on staff schedules on Compass.

#### 2. Yard duty

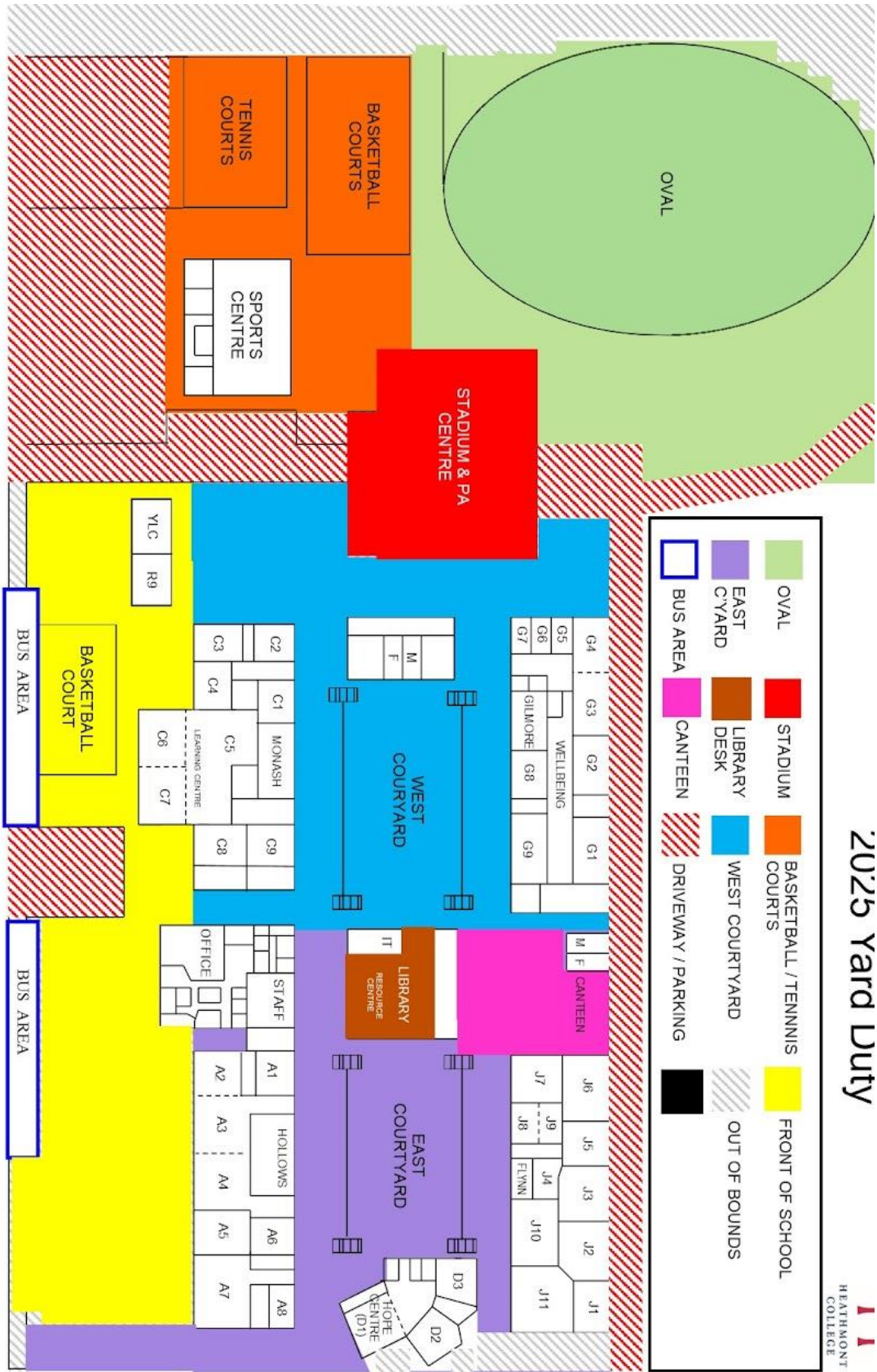
All staff at Heathmont College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Leading Teacher of School Operations is responsible for preparing and communicating the yard duty roster on a regular basis. At Heathmont College, school staff will be designated a specific yard duty area to supervise for 20 minutes at a time.

#### 3. Yard duty zones

##### Yard duty: Area Map

The designated yard duty areas for our school as at Term 3, 2025 are outlined in the map below:



## **Yard Duty: Area Guide**

### **General (before school)**

General supervision entails ensuring students are entering the school safely from Waters Grove (walking, riding, drop-off or bus) from 8:30. Once the bulk of students have arrived patrolling the Year 8&9 locker bays and western courtyard is where you will find most of the students who have not gone to the Hope Centre for Nourish or are comfortably warm in the Library.

### **Library Desk**

Your role here includes ensuring students follow the rules of the library (no food or drink, feet off seats) and are suitably behaved. Staff will also be tasked with loaning books and laptops out to students and ensuring the space is packed up appropriately at the end of recess and lunch.

### **Canteen**

For recess and the 1<sup>st</sup> half of lunch, Canteen duty mostly consists of ensuring an orderly queue of students waiting to order food and making sure no-one is cutting into the line. From a vantage point near the entry door, staff can also view the undercover area outside the canteen to supervise the students (down ball courts have recently been added to the undercover area).

During quieter days, there may be time to check in behind J block and remind students it is an out of bounds area. Please also keep an eye out for large groups of students entering the toilet blocks together and follow up/do a spot check if necessary.

### **Stadium**

Each year level has been provided a day to use the stadium (roster is up on the door).

The staff member on yard duty needs to unlock the stadium for students. There is a tub of basketballs (various sizes depending on age) to use in the sports storeroom, the remote for the roller door is in the Stadium office.

Students who wish to kick a football around will need to head out to the oval.

There is no food and drink permitted in the Stadium, bins are provided at the glass door entry for students to dispose of their waste.

### **East Courtyard**

Year 11 student lockers are situated behind A block, students will congregate there at the beginning of break, so it is typically a good place to start your yard duty round. The seating in the grass areas surrounding A block can be used by students, it is mostly a quiet space with small groups of students.

Students can sometimes be found in small groups in the corridors of A block, trying to escape the cold of winter. If found, remind them that the library is open at recess and lunchtime, or they can head outside.

Please remind Year 12 students using the tables and chairs outside the Year 12 Common Room that phones, if spotted, need to be away during school hours. The same applies to any student groups in the courtyard, however, Year 12s need the rule reminders the most in this area.

The area behind the Hope Centre is out of bounds, students are aware and no longer try to use this space. Similarly, the gate outside the Steam Lab in J11 is locked so the out of bounds areas are harder to reach. If time permits, check in behind J block for students and ask them to move to an inbounds area.

### **West Courtyard**

As the area housing the Year 7 and Year 10 locker bays as well as one of the toilet blocks, there is always lots going on in the West Courtyard.

At the beginning of the break keep an eye out for any rough play in the locker bays, while at the end of break times you will need to encourage students to grab their belongings and head off to class.

Students can sometimes be found in small groups in the corridors or classrooms of C block, trying to escape the cold of winter. If found, remind them that the library is open at recess and lunchtime, or they can head outside.

Please also keep an eye out for large groups of students entering the toilet blocks together and follow up/do a spot check if necessary.

### **Oval**

The out of bounds area on the western side of the oval continues to be used by Year 8 students, please make a point to remind them to stay away from the trees (as trees and shrubs are still being damaged/pull out of the ground).

The oval stairs in the northwest corner of the oval is used during break times. Ensure you circle around to the students, especially towards the end of recess and lunch – it is a long walk back and they are slow to start moving.

The groups playing soccer and football on the oval generally conduct themselves appropriately. Please ensure you follow up on any rough play, groups of students stealing balls off other groups and any loud obscenities.

### **Basketball Courts**

Rubbish bins are set up along the tennis court fence and near the grass area behind the stadium up to the oval. Please remind students who you see dropping their rubbish that there are bins nearby and prompt them to clean up their mess.

Senior students should not be loitering in the student car park behind the tennis courts. If you notice this, wander over and have a chat – your proximity and forced conversation is usually enough for them to move on from the area.

Basketballs are available for hire from the Stadium office; students need to leave a personal item in exchange for the balls.

There is NO food and drink permitted in the Stadium.

### **Bus (after school)**

Staff supervision of the bus stop outside the front office, ensuring students stay on the footpath and not on the road. Depending on the timing of buses you may be required to supervise until 3:30pm as there can be delays.

**Front of School**

Students using the front of school area will generally congregate on the seating areas. Main responsibilities for this area involves encouraging students to place their rubbish in the bins and ensuring that their language and behaviour is in line with college values. Monitoring the fence line is also a key part of this yard duty and principal class are often on hand for support from the administration block).

***Yard duty equipment***

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. All teaching staff will be provided with a vest on employment at the college and are required to keep it at their desk to be used for yard duty.
- A mobile device that can be used to contact the duress line if required (9871 4898)

***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 focusing on being closest to where students are evident and being mindful of any blind spot areas.
- 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 behavioral 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 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 Issue Tracker
- 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 or Front Office staff 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 Front Office staff or Duress line (9871 4898) 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 Front 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.

#### 4. Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

The school has a classroom withdrawal policy for students who need to regulate outside of the classroom environment, with a roster of Principal class, Leading teachers and coordinators on duty to assist. Staff can contact the assistance phone (0459 853 096) to notify the front office/person on duty of a student sent to the front office or request support if a student has left the room and not returned in a timely manner.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the assistance line (0459 853 096) for support. 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

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

Heathmont 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 in the Library Resource Centre where they will be supervised by library staff.

#### 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. Independent Study

Year 12 students only will have one study block of four sessions per week. Students are to utilise the Senior Study Centre for these study periods where they will be supervised by the Library staff. Students will not be permitted to leave school grounds during these sessions without express permission from parents.

## 10. 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 Information Portal (online 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 and parent reminders will be 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       | September 2025                            |
| Approved by                | Principal: Kerry Sandford, School Council |
| Next scheduled review date | Before September 2027                     |

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