

Yard Duty and Supervision Policy

2023-2025



Help for non-English speakers

If you need help to understand the information in this policy please contact Hampton Park Secondary College on 03 8795 9400.

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Hampton Park Secondary College, including:

- Education support staff
- Casual relief teachers
- 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.

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Before and After School

Hampton Park Secondary College's grounds are supervised by school staff from 8.34am, until 3.20pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the school entries/exits: Fordholm Rd, Campbell Dve and the football oval.

Students who wish to attend school outside of these hours str encouraged to attend the CRC (library), one of the four Houses or report to their extra-curricular activities.

Yard Duty

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

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

Yard duty times

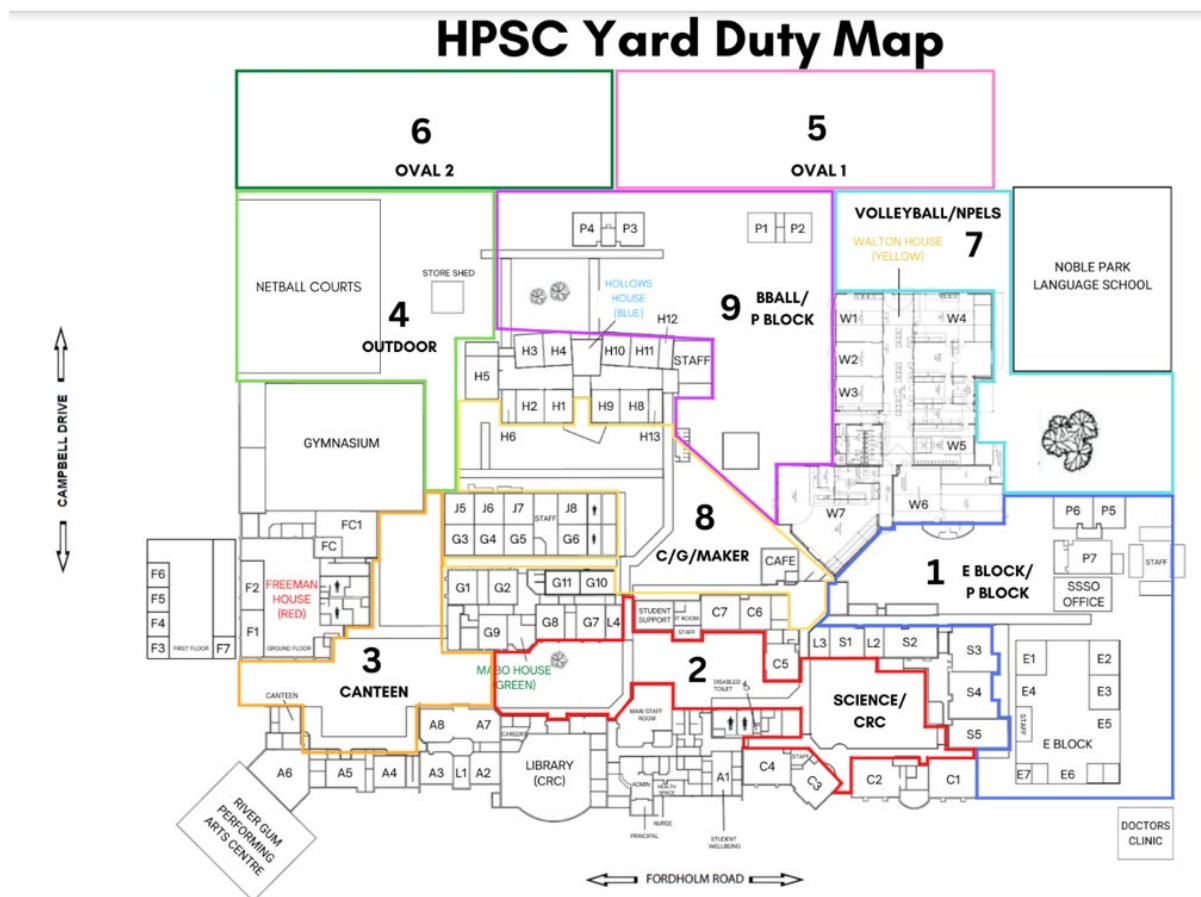
- **Before School:** 8.34am to 8.54am
- **Recess:** 11.24am to 11.45am
- **Lunch 1:** 1pm to 1.23pm
- **Changeover Time:** 1.23pm
- **Lunch 2:** 1.23pm to 1.45pm
- **After School:** 3pm to 3.20pm

Yard duty zones

The designated yard duty areas for our school are:

Designated Yard Duty Zones
E/T Block
Science/CRC
Canteen
Outdoor/Netball Courts
Oval 1
Oval 2
Volleyball/NPELS
C/J/Maker Space
Bball/TT
Toilets- Female
Toilets- Male
Campbell Drive
Fordholm Road

HPSC Yard Duty Map



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Additional safety/hi-vis vests will be stored in the CRC (library).
- carry a yard duty radio (found in House offices nearest the yard duty area)

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.

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During yard duty, supervising school staff must:

- Wear their high vis vest;
- Carry the radio and have it tuned to channel 44;
- Check in with the Daily Organiser using the radio at the start of the yard duty;
- Methodically move around the designated zone;
- 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 rules e.g. safety, uniform, mobile phones;
- Periodically check the toilets in the area (Female staff = Female toilets, Male staff = Male toilets)
- Ensure students playing music on personal devices have this at a volume appropriate for their own listening and music is appropriate e.g. no swearing, inappropriate content;
- Move students on from end of recess/lunch when music starts playing;
- Ensure that students who require first aid assistance receive it as soon as practicable; and
- Log any incidents or near misses as appropriate i.e. Compass entry, notification to member of Executive Leadership Team (ELT).

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 communicate with the Daily Organiser via the walkie-talkie 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.

Classroom

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

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the front office or one of the House offices 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

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

Hampton Park Secondary 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

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

Year 12 VCE and VCE-VM students (and other students enrolled in alternate programs/Distance Education subjects) will have timetabled study sessions. These will be timetabled as 'Study', where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. Students will not be permitted to leave school grounds during these sessions.

On occasion, senior students will be timetabled to the CRC (library). Supervision will be provided.

Supervision of students 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
- 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

- 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	Nov 2023
Approved by	Principal
Next Reviewal Date	Nov 2025

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

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