

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact [insert school contact details].

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Lakes Entrance 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.

Before and after school

Lakes Entrance Secondary College's grounds are supervised by school staff from 8:40am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Two staff members will be stationed on duty. One at the front of the school grounds (North Street entrance) and one greeting students in the bus bay area. The Food Technology Room will be holding breakfast club in the mornings and will have two staff members assisting students. The library will also be open to student before school only and will have one staff member positioned in there for supervision purposes. If no staff members are able to supervise the breakfast club or library, these areas will be closed to students.

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 extra-curricular activities.

Yard duty

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

The principal or delegate (Daily Organiser and Timetable Organiser) are responsible for preparing and communicating the yard duty roster on a regular basis. At Lakes Entrance Secondary College, school staff are to patrol their specified quadrant of the yard during their allocated duty time.

Students leaving school premises

Students are not permitted to leave the school grounds during the day unless one of the following conditions is met:

- The student has parent/carer permission to leave.
- The student is in Year 12 and has a study session as their final class of the day.

In either case, parents/carers must sign the student out via Compass, either through the app or at the kiosk located in the General Office.

Yard duty areas

Areas

- The school is divided into **Areas A, B, and C**
- **Area A** staff consists of a teacher and an ESS.
- **Area B** staff consists of a teacher and an ESS and walk along the boundary past rooms 13 and 14, so the area, including the courtyard, can be monitored.
- **Area C** should be allocated to a teacher.
- **Before and after school yard duty** are allocated to **Area A** (front half of the school) and **Area B** (bus duty at the bus loop).

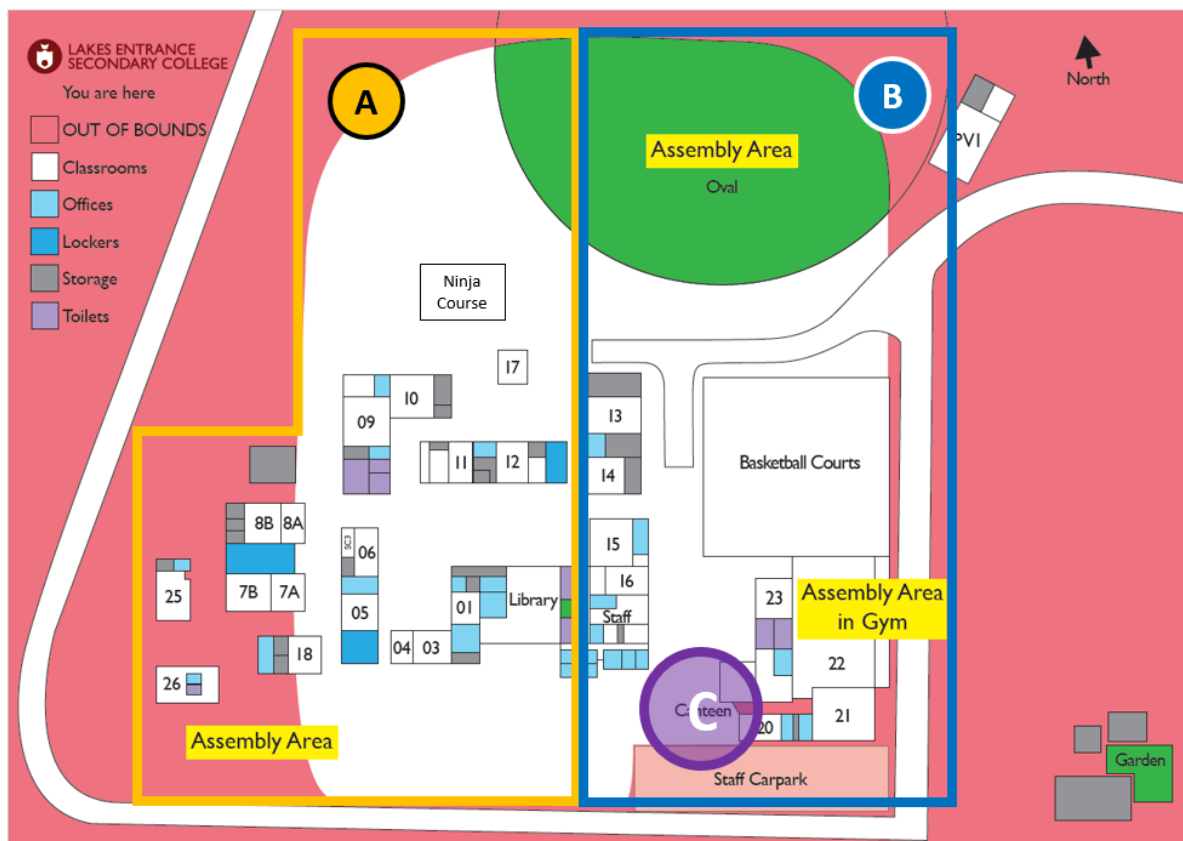
While on duty

- Be punctual.
- Wear your fluorescent yard duty vest and carry your mobile phone (for emergencies).
- Carry a first aid kit.
- Collect/return the walkie-talkie from the staff room.
- Interact positively with students.
- Actively supervise your allocated area and monitor the out-of-bounds areas.
- Ask students to pick up rubbish.
- Seek assistance from other staff when required.
- Report students behaving unacceptably to the appropriate Sub School Leader or Leadership Team Member.

Lunch

- L1 and L2 staff members are to meet at a central location at the changeover time to hand over walkie-talkies and any relevant information.

Zone A	Oval, Ninja Course, Art Wing, North Street School Entrance, Senior Classrooms and Gallery, Library, Courtyard, Food Technology
Zone B	North Street School Entrance, Staff Carpark, , Table tennis area, Basketball courts, Oval, Art Lockers
Zone C	Canteen



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be supplied upon commencement of employment.
- carry the yard duty first aid bag and handheld UHF Radio/walkie talkie at all times during supervision. The yard duty first aid bag and handheld UHF Radio will be stored in the Staff Room near the staff pigeonholes.
- Be familiar with the yard duty information pack containing student health and safety information stored kept in the Staff Room with handheld UHF radios/walkie talkies.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member for the second lunch time supervision.

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
- 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
- Use UHF Radio to communicate incidents and ask for support immediately, if needed
- Attend to other supervision areas to support incidents if called upon through the UHF radio
- 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
- log any incidents or near misses as appropriate on Compass and 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), 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 use the UHF Radio to communicate with the General 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.

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 Sub School Leader or general Office 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 [Excursions Policy](#).

Digital devices and virtual classroom

Lakes Entrance Secondary College follows the department's [Digital Technologies - Responsible Use policy](#) with respect to supervision of students using digital devices.

At times, Year 11 and 12 VCE students may be partaking in virtual and remote learning on school site (for example a program or class that is delivered virtually, off-site, by another school or instructor while the student remains on-site at your school). These sessions will be held in the library or senior study room. Lakes Entrance 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 supervised in the library or senior study rooms.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored through correspondence with the virtual school teaching staff
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

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 11 & 12 students only will have one study block of no more than three sessions per week. This will be timetabled as a formal 'study period' where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. Students who leave during these sessions are required to sign in and out at the General Office. Students who do not present to the library study room during these sessions will be marked 'Truant' and parents/carers will be notified via Compass.

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
- 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

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Digital Technologies - Responsible Use](#)
 - [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	21/05/2026 to update yard duty areas
Approved by	Principal
Next scheduled review date	16/10/2027

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