



Baimbridge College Yard Duty & Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Baimbridge College Reception on 5572 2788.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Baimbridge 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

Baimbridge College's grounds are supervised by school staff from 8.20am until 4.00pm. Outside of these hours, school staff will not be available to supervise students.

The traffic lights and bus exchange are the areas supervised before and after school.

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

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- place the student in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care, and protection of the student.

Yard duty

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

The Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. School staff will be designated a specific yard duty area to supervise.

The Daily Organiser may be required to make changes to the yard duty roster or event supervision. All staff are expected to view the Daily Organisation arrangements prior to 9am each school work day. When changes are required during the school day, affected staff will be contacted via phone or in person.

Yard duty zones

The following areas are to be considered by students as out of bounds unless in a class situation:

- Outside College boundaries without authorisation
- All classrooms and offices unless supervised by a teacher
- Bicycle rack and car parks
- Maintenance areas
- Roof of any building
- Corridors except at designated locker times or during wet weather (determined by staff)
- Use of the front door entrances
- Roof access staircases/ladders
- Bus Interchange (Between 9am-3.28pm)
- Garden areas and tree line on the perimeter of campus
- Storage sheds and other buildings in the College grounds
- The "Friendlies" oval
- Private property around College boundaries
- Behind the Music Centre
- Behind the HDSC (Hamilton District Skills Centre)
- Out of bounds areas as shown on the yard duty map



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The designated yard duty areas for our school as at Term 2 2026 are:

Area 1- Yellow on Map Lunch & Recess:

- Covered Way at start and end of recess or lunch duty
- Rear Oval & Cricket Nets
- Rotunda and shelter areas
- Rear of D Block
- Front of C Wing
- Between D & B Block
- Fence Line to North Boundary
- Front of Gym
- Between C & T Wing
- Basketball Courts
- Between HDSC & Maintenance building

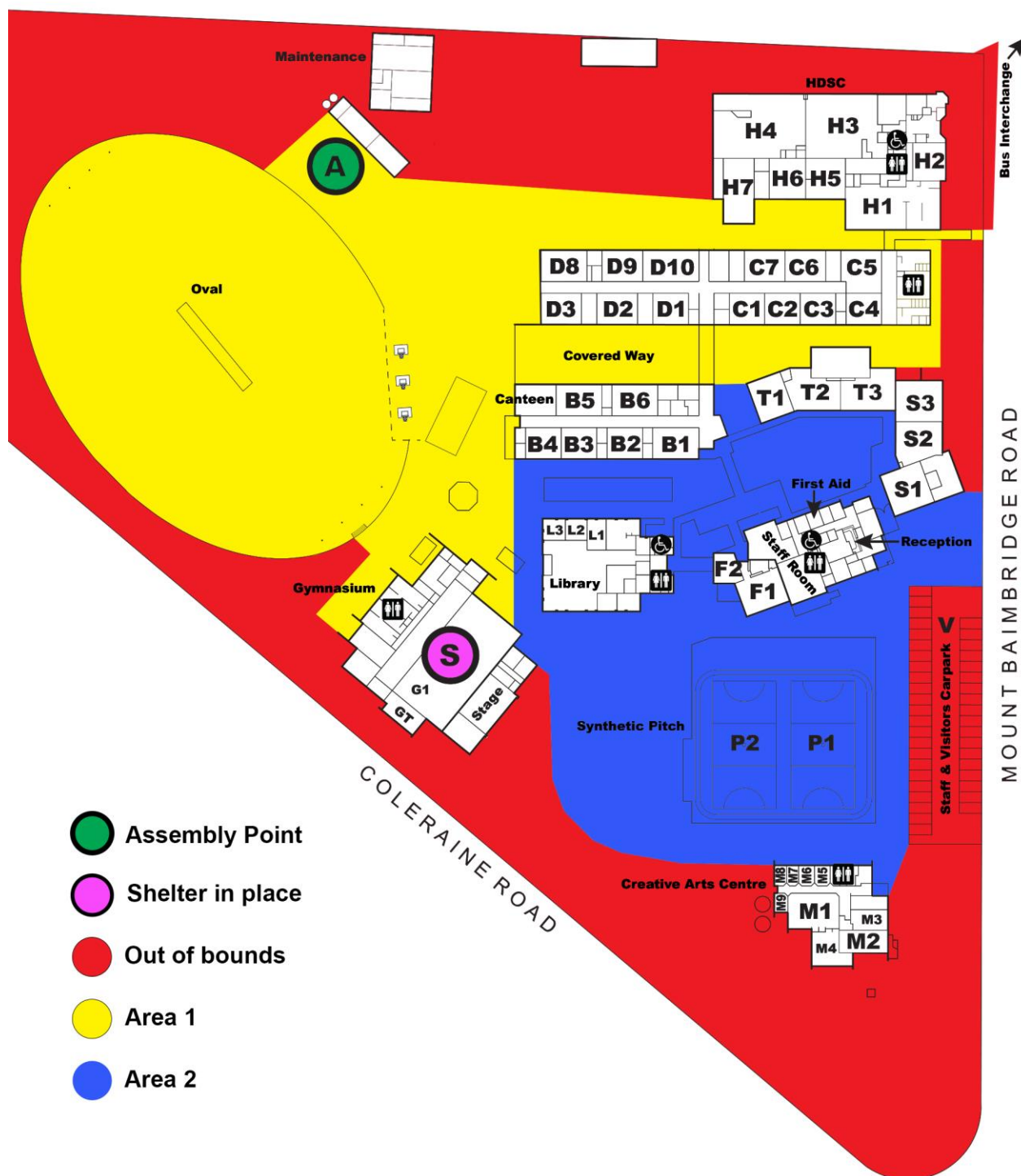
Area 2- Blue on Map Lunch & Recess:

- Around Library
- Behind Gym
- Synthetic Pitch
- North of Music Centre
- Oval next to Library
- Synthetic Pitch
- Front of B Block
- Lawn Area corner Stewart & Mr Baimbridge Road
- Playground between Library and B Wing
- Area surrounding Reception
- Courtyard

Refer to map for specific supervision regions and assembly points.



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Yard duty responsibilities

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Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. It is important that staff DO NOT release students from classes prior to the designated bells.

During yard duty, supervising school staff must:

- Wear a high vis vest (available from reception).
- Carry/have access to portable first aid kits – located in the staff lounge under pigeon holes.
- Arrive to start duty at designated time (as per compass schedule) and remain in specific areas/zones until the duty ends.
- methodically move around the designated zone to cover all 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 at reception (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 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.
- Mobile phone should be on person in the event of an emergency – contact Reception or 000 if required. Mobile phones should not be used for personal use while actively on duty.

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. The handover location is in the Courtyard under the covered area, outside Staff lounge external northern door.

If the supervising teacher 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 teacher needs to leave yard duty during the allocated time, they should contact Reception but should not leave the designated area until the relieving teacher 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 Reception 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

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The classroom teacher is responsible for the supervision of all students in their care during class – do not release students from your class (including duty of care) before the designated bell times.

If a student is asked to leave the classroom, they are to report to the allocated buddy class or Reception, as directed by the classroom teacher.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact Reception 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 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](#). An events team consisting of Operations, Daily Organiser, Business Manager and Principal Class staff, meet weekly to review and approve any school activities or events.

Digital devices and virtual classroom

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

Baimbridge 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. No use of ear buds – wireless or wired during school hours.

Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, community volunteer work 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](#)



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Independent Study

Year 12 students are expected to engage in regular independent study. Attendance will be recorded and monitored by staff. Students will not be permitted to leave school grounds during these sessions. Students who cannot engage responsibly in independent study will be allocated to buddy classrooms in consultation with YLC.

Year 7-10 students allocated study periods due to personalised pathway schedules will be allocated to classrooms for supervision. This will be scheduled on compass by the Pathways Team.

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 Reception

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

School Policy and Advisory Guide:

- [Child Safe Standards](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	22 nd of June 2026
Approved by	Mr Warwick Price - Principal
Consultation with Staff	3 rd June 2026 – full staff meeting
Consultation with School Council	22 nd June 2026
Consultation with BC Community	Via Globe Newsletter 26 th June 2026
Next scheduled review date	22 nd June 2028

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