



# 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 Kew 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**

Kew High Schools grounds are supervised by school staff from 8.40am until 3.15pm. In addition, students are supervised by school staff until 3.30pm at the bus stop on Burke Road and the tram stop on High Street. Outside of these hours, school staff will not be available to supervise students.

Students who wish to attend school outside of these hours are encouraged to attend the library or the VCE Centre which are open between 8.00am and 4.00pm on most days. If students are attending a co-curricular activity they should report to the supervising teacher of that activity.

### **Yard duty**

All teaching staff at Kew High School are expected to assist with yard duty supervision and will be included in the fortnightly roster.

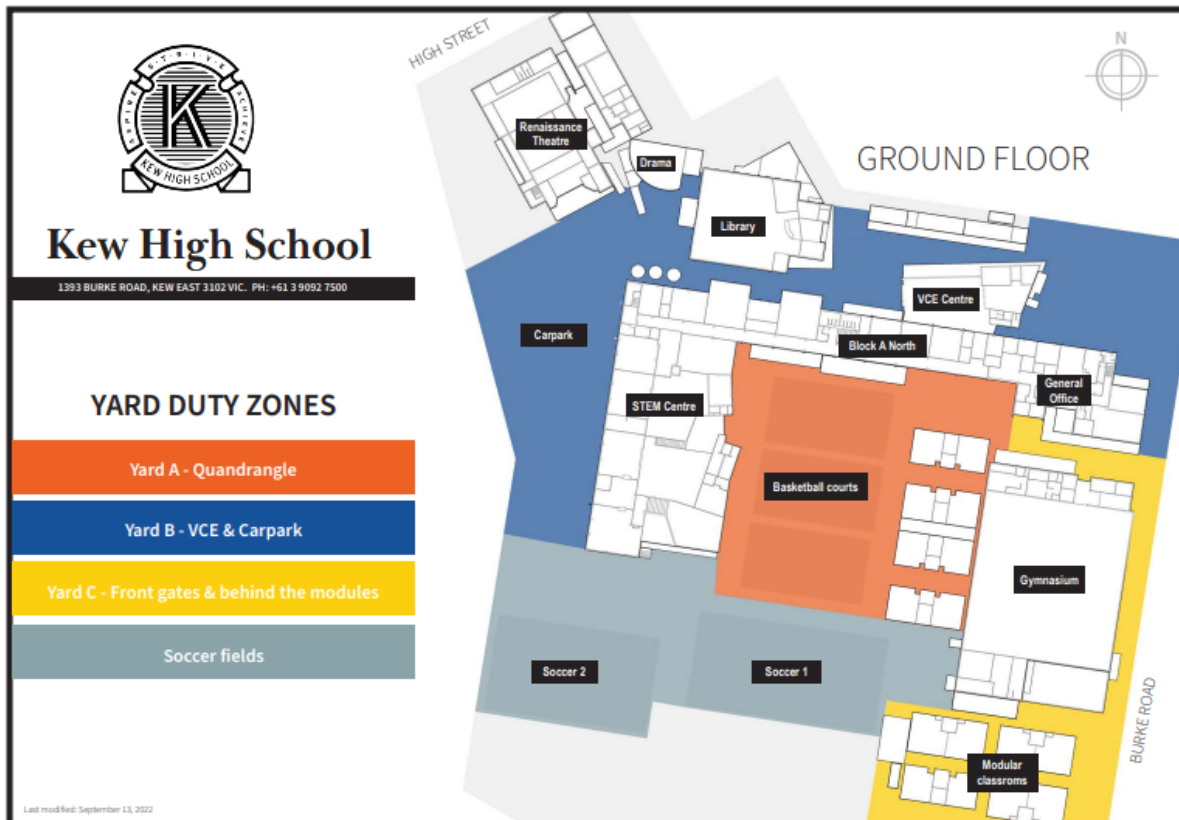
The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Kew High School, school staff will be designated a specific yard duty area to supervise.

### **Yard duty zones**

## Yard Duty and Supervision Policy

The designated yard duty areas for our school are Yard A, Yard B, Yard C, Soccer, Canteen, Gym and Library.

Yard	Area
Yard A	Front of school (Burke Rd area, recreational reserve)
Yard B	Central Quad, between gymnasium and soccer pitch, in and around portables M1-8 and M 12-13
Yard C	Outside VCE Centre, outside Library and around and in front of Theatre
Soccer	Senior and Year 7 & 8 Soccer pitches
Canteen	Inside servery and dining area and outside servery and dining area.
Gym	All internal gymnasium area
Library	Inside Library and outside in the Library garden, if the library is closed staff must supervise S005
Toilets?	



## Yard duty equipment

School staff are encouraged to:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Daily Organisation office
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the First Aid office
- be familiar with the students who have a serious medical condition
- carry the school phone which may be collected from reception

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 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  
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

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 contact the Daily Organiser, the Principal or the Assistant Principal 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 Daily Organiser 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**

Kew High School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Kew High School 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 either in the Library or in the VCE Centre.

### **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 students only will have one study block of four sessions per week. These lessons will be scheduled as formal 'study periods' where students are required to attend the VCE Centre or the Library and complete independent study. Students will not be permitted to leave school grounds during these sessions unless the 'study period' falls at the beginning or end of the student's scheduled classes for that day, in which case they may leave the school grounds.

In exceptional circumstances, a Year 12 student may have more than four 'study periods' per week in which case they should follow the above requirements. In exceptional circumstances, a Year 11 student may have up to four scheduled 'study periods' in which case they should follow the above requirements.

### 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 under 'School Documentation in the Kew High Staff Team
- Made available in hard copy from the school administration upon request

Information for parents and students on supervision before and after school is available and parent reminders are sent at the beginning of each year in our school newsletter.

### 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	November 2024
Approved by	Acting Principal- Jane Thornton
Next scheduled review date	November 2026

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