

YARD DUTY AND SUPERVISION POLICY



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Braybrook College on 03 9312 2900 or braybrook.sc@education.vic.gov.au.

PURPOSE

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

SCOPE

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

1. Before and after school

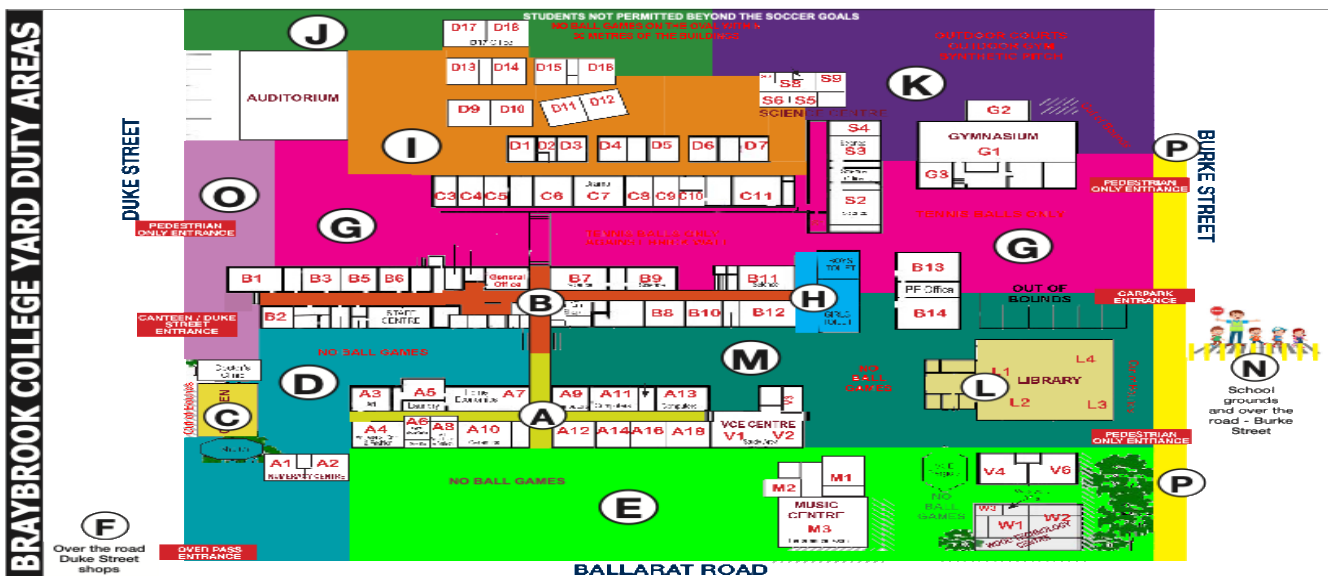
Braybrook College's grounds are supervised by school staff from 8:30am until 3:30pm. Outside of these hours, school staff will not be available to supervise students. From 8.30am, we have Yard Duty teachers patrol the school yard. We also have teachers on Yard Duty before school, at lunchtime and after school supervising the college entrance gates and at the Burke Street shopping centre and at the shops over the Ballarat Road overpass at lunchtime and after school.

Students who wish to attend school outside of these hours can do so and are encouraged to stay in the supervised yard areas, attend the library, VCE Centre or a classroom organized by their Year Level Team or attend pre-organised extra-curricular activities, supervised by a teacher(s) e.g. Junior School Breakfast Club.

2. Yard duty

All eligible staff at Braybrook College are expected to assist with yard duty supervision and will be included in the weekly roster. The School Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Braybrook College, school staff will be designated a specific yard duty area to supervise. The weekly Yard Duty Roster is posted on Compass and available in the Staff Centre.

Yard duty zones: The designated yard duty areas for our school (as at October 2024).



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty or safety/hi-vis vests may be obtained from the School Organisation Office.

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 staff must:

- get to their designated area on time
- methodically move around/actively patrol the designated zone (as per the instructions on the Weekly Yard Duty Roster and Yard Duty Map) ensuring active supervision of all students
- Be aware of the 'normal day' or 'wet weather' location. This will be determined on the day by the Rover
- 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/collection times)
- 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 our *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- report any incidents or near misses to the Yard Duty Rover and/or Principal Class Officer
- ensure that a brief but adequate verbal 'handover' is given to the next 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 a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should ring or send a message to the Rover and not leave the designated area until a replacement 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.

3. Classroom

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

Classroom teachers have the responsibility to:

- be in class on time and actively supervise the class for the whole lesson. Students should not be left unsupervised for any length of time
- follow the VIT Teacher Code of Conduct and meet Professional Standards, and uphold an active, professional and positive presence
- consistently and fairly implement the Student Code of Conduct (Student Rules)
- display, model and teach the school values and positive social behaviours
- set the scene at lesson commencement and clearly communicate learning goals/expectations
- implement effective teaching strategies and use assessment data to drive teaching and learning
- create and maintain safe and stimulating learning environments
- initiate and maintain regular and constructive communication with students about learning, engagement and wellbeing

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Daily Organiser or a Principal Class Officer for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

4. 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](#).

5. Digital devices and virtual classroom

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

Braybrook 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 by a teacher

6. 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.

7. 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](#)

8. Independent Study

Year 12 students with study periods will be expected to remain in the VCE Centre for study purposes except for Periods 5 and 6 where they can go home.

9. 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

- Included in staff induction processes
- Discussed at staff meetings, as required
- Included on Compass (in School Documentation Folder)
- Made available in hard copy from General Office upon request

Information for parents and students on supervision before and after school is available on our school website

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	23 rd April 2025 (To be reviewed biannually)
Approved by	Principal
Next scheduled review date	Before April 2027

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