



YARD DUTY AND SUPERVISION POLICY

PURPOSE

The purpose of this policy is to ensure staff at Mount Waverley Secondary College understand their supervision and yard duty responsibility for the appropriate supervision of secondary students.

SCOPE

This policy applies to all teaching and non-teaching staff at Mount Waverley 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

Mount Waverley Secondary College's Senior Campus grounds are supervised by school staff from 8.25am, students are supervised as they leave the school grounds up until 3.20pm. The Junior Campus grounds are supervised from 8:40am, and as they leave the grounds up until 3:20pm. Outside of these hours, school staff will not be available to supervise students.

Yard Duty (Recess and Lunch)

All staff at Mount Waverley Secondary College are expected to assist with yard duty supervision and will be included in the weekly schedule.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Mount Waverley Secondary College staff will be designated a specific area to supervise.

A staff member will assist with supervision of the Resource Centre/Library on both the Junior and Senior Campus during recess and lunch.

Recess yard duty is from 10:50am until 11:10am. Lunch yard duty is split into Lunch 1 from 12:45pm until 1:10pm, and Lunch 2 from 1:05pm until 1:25pm.



Yard Duty Zones

The tables describe designated yard duty areas of the college at both the Junior Campus and the Senior Campus.

Junior Campus

Area	Description of Duty
General	Outside the front of the school, move students towards the lockers from 8:40am
JC	Canteen
J1	Canteen, Courtyard and Oval
J2	Front of school, upper basketball court, far end of oval
J3	Lower basketball court, year 8 locker bay, portables
J6 Library	Monitor student behaviour and support Library staff
J7 Bus 1	First person who arrives on the opposite side of Stephenson's Road monitoring bus areas, second person helping to supervise crossing on the school side of the road.
J8 Bus 2	First person who arrives on the opposite side of Stephenson's Road monitoring bus areas, second person helping to supervise crossing on the school side of the road.

Senior Campus

Area	Description of Duty
S0 General	Area in front middle school office and locker bays from 8:45-9:10am
S1 Upper	Area around the front of the library, VCE Centre, Music Centre and sail area near the general office.
S2 Canteen	Canteen – monitor the canteen line and ensure students are not using devices to pay
S3 SailsLocker	Area in front of A block rooms, sails in between D and A block, D block toilets
S4 GymCourts	Courts, and deck area near hall.
S5 Portables	Portable toilets, portables, in front of STEAM Centre, Gordon Road exit gate.
S6 Oval	Staff car park, oval and front of theatrette.
S7 Library	Monitor student behaviour and support Library staff
S9 BusDuty	At the bus stop on Stephensons Road. Ensure students are behaving safely in this area from 3:00-3:20pm



Yard duty equipment

School staff must;

- Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Social Staffroom on each campus and teaching staff have their own vest.
- Carry a mobile phone with them.
- Be familiar with where the First Aid office is.

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
- be alert and vigilant.
- Where safe to do so, approach any unknown visitor who is observed on the college grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in at the General Office.
- 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 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 the Daily Organiser or Campus Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the next teacher on duty does not arrive for yard duty, the teacher currently on duty should send a message to the office/call a Campus Principal and not leave the designated area until a relieving staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.



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, he or she should first contact a Sub School 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 College 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 or 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

Mount Waverley Secondary College follows the Department's *Cybersafety and Responsible Use of Technology Policy* with respect to the supervision of student's digital devices.

Mount Waverley Secondary College will also ensure that 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 or the Resource Centre.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with a disability or other additional needs. In these cases, the College Principal or relevant Campus Principal and will ensure arrangements are made to roster additional staff as required.

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 12 students only will have one study block of five periods per week. This will be timetabled as a formal 'private study' and will take place during the school day in the Resource Centre, study or common room in the Senior School Centre. Students will not be permitted to leave school grounds during these sessions.

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;

- Discussed at staff briefings or meetings, as required
- Included in the staff handbook
- Made available in hard copy form from the school administration upon request
- Included in the staff induction processes
- Information is available for parents and students on supervision before and after school on the college website

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Digital Technologies - Responsible Use](#)
- [Duty of Care](#)
- [Excursions](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	19 June 2025
Approved by	College Principal and School Council
Next scheduled review date	June 2027

This policy will also be updated if significant changes are made to school grounds that require a revision to Mount Waverley Secondary College's Yard Duty and Supervision Policy.