YARD DUTY AND SUPERVISION POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Georgina Padula 9830 5099

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Canterbury Girls' 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

Canterbury Girls' Secondary College's grounds are supervised by school staff from 8.25am until 3.25pm. Outside of these hours, school staff will not be available to supervise students. The Library is open from 8.00am before school and until 4.00pm after school for students who wish to undertake private study.

Yard duty

All staff at Canterbury Girls' Secondary College are expected to assist with yard duty supervision and will be included in the fortnightly roster.

The Curriculum Implementation Manager is responsible for preparing and communicating the yard duty roster on a regular basis. At Canterbury Girls' Secondary College, school staff will be designated a specific yard duty area to supervise.

Students leaving school premises

The principal is responsible for approving any request for a student to leave the school premises, including during recess and lunch time. Students under 18 must have written permission from a parent or carer and must sign in and out at the school office.

Yard duty zones

The designated yard duty areas for our school are included in Appendix 1.

Yard duty equipment

School staff must carry a mobile phone at all times on yard duty. They can use their own or collect one from the school office and are encouraged to wear a hat and sunscreen

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests have been provided for each 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. If the staff member on duty is not replaced at the designated handover, that staff member should contact the General Office who will contact the staff member who is supposed to be on duty. The first half staff member cannot leave until they are replaced.

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
- report any issues or incidents to a member of the Principal team.

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 needs to leave yard duty during the allocated time, they should contact an Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

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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 student wishes to leave the classroom during class time (e.g. to go to the bathroom) the teacher must record this on Compass.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Assistant Principal by sending a student to the 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

Canterbury Girls' Secondary College follows the Department's Digital Technologies - Responsible Use policy with respect to supervision of students using digital devices.

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 12 students may have study sessions in their timetable. Students may choose to be in the Year 12 Common Room, or in the Library. Students are not permitted to leave school grounds during these sessions.

Supervision of students 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:

- Available on Compass for students and parents/carers
- Included in staff induction processes and staff training
- Included on Moodle for staff
- Discussed at staff briefings or meetings, as required

Information for parents and students on supervision before and after school is available on the parent portal of Compass.

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	September 2026
Approved by	Principal
Next scheduled review date	September 2028

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

Appendix 1

YARD DUTY IMPLEMENTATION

NOTE: HANDOVER INFORMATION IN RED- PLEASE READ CAREFULLY

2.1 A roster system will be drawn up by the Curriculum Implementation Manager to timetable teachers for yard supervision.

2.2 Yard supervision will include before school, recess and lunch breaks, and after school for bus duty and Canterbury Road duty as detailed below, subject to variation as required.

2.2.1 Duty Times include:

- Before School: 8.25am-8.45am
- Recess: 10.30am-10.55am
- Lunch:
  - First Half: 12.35pm-1.00pm
  - Second Half: 1.00pm-1.25pm
- After School: 3.05pm-3.25pm

2.2.2 Areas of Duty are:

Area 1: Inside A Block, the gardens on Mangarra Rd, the courtyard and driveway in front of B Block, the gardens on Irilbarra Rd as far as the end of C Block (C3). (Handover point: outside the library in the undercover area)

Area 2: B Block Corridors, the area in front of the Library, the turf area as far as D Block (Handover point: in front of B02)

Area 3: C Block Corridors, the canteen, the breezeway and the outside area up to Wentworth Avenue including the car parks. (Handover point: the breezeway).

Area 4: Bus duty

Area 5: Canterbury Road duty

2.3.1 Bus Duty Procedures

The teachers on duty are responsible for ensuring that students get on the bus in an orderly and safe manner.

- Students will begin to line up at 3.05pm
- Please make sure students line up at the beginning of the new bus rail. They should not line up next to the footpath.
- Students should line up according to which bus they will get on.
- The Box Hill bus is on the side of the tiger turf, whilst the Chadstone bus is against B Block.
- Let students get on the bus 5 to 10 at a time so there is no crowding on the bus.

If a bus driver raises an issue regarding Myki, he or she needs to report it to the bus line as we are unable to intervene.

2.3.2 Canterbury Road Procedures

This is an after-school duty beginning at 3.00pm. Teachers allocated this duty will not have a class period 6. One teacher is to wait at the Gwenda Avenue and Canterbury Road corner to remind students to use the crossing. The other teacher is to wait between the crossing and Mangarra Road to remind students to use the crossing.

2.4 If the staff member on duty is not replaced at the designated handover, that staff member should contact the general office who will contact the staff member who is supposed to be on duty. The first half staff member cannot leave until they are replaced.

2.5 Staff must be on time for duty and must remain on duty for the full length of time allocated. When the warning bell rings, staff on duty should direct students to lockers and then on to classes to await teachers

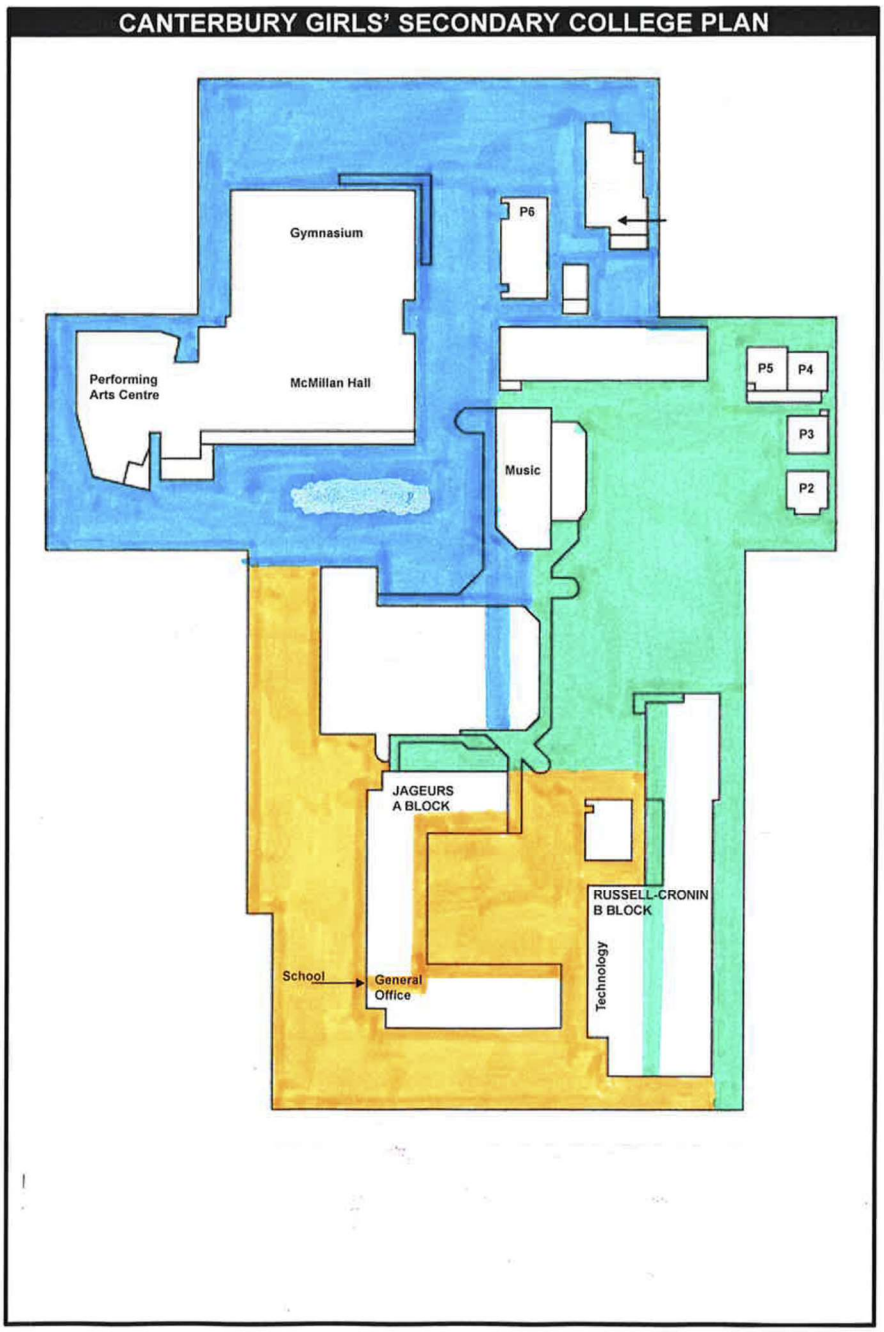
2.6 Staff are required to wear a high visibility vest and should always carry a mobile phone on yard duty. They can use their own or collect one from the school office.

2.7 Casual Relief Teachers can be assigned yard duty responsibilities and will be notified by the Curriculum Implementation Manager.

2.8 Staff on yard supervision must approach intruders or unknown people in the yard in order to establish the nature of their visit and escort them to the school office or phone the office if appropriate. Only staff are permitted to move through the school unescorted.

2.8.1 Staff on yard duty are encouraged to wear hats and sunscreen in Terms 1 and 4.

CANTERBURY GIRLS' SECONDARY COLLEGE PLAN



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