NARRE WARREN SOUTH P-12 COLLEGE

Getting the best from and for our students

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers
If you need help to understand the information in this policy please contact the school office Narre Warren South P-12 College on 9704 3333.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Narre Warren South P-12 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

Narre Warren South P-12 College's grounds are supervised by school staff from Monday to Friday before school 8:40 until 9.00am, after school 3pm until 3:20pm. Outside of these hours, school staff will not be available to supervise students. If students are located on the premises after this time, students are to be brought to Primary/Secondary Reception for further assistance.

There are several main areas around the school where yard duty teachers will actively monitor students in these areas. The main gates, playground, gather areas of students are the main points where teachers will monitor.

The school no longer has an on-site before or after school care program. Parents are required to seek their own preferred provider if needed.

If a student arrives at school before supervision commences at the beginning of the day, the 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, a staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

Staff at Narre Warren South P-12 College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser/Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Narre Warren South P-12 College, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school as at Term 1 and revised on a regular basis depending on the needs of the school and staff are as detailed in the document below.

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Yard Duty Locations and Descriptions

Primary School	
Yard Duty Location	**Yard Duty Area Description and Expectations**
Zone 1 – P-2 Play Ground near bike shed	• **Continuously rove up and down along the P-2 playground and the area between Primary Gates 3 and 4**
Zone 2 – Play Grounds and sand pit area	• **Continuously rove up and down along the top and bottom playground and around sand pit.**
Zone 3 – G Block Portables	• **Continuously rove around the G block portables as per map**
Zone 4 – Primary Soccer and Pavilion	• **Please stand to the side of the futsal court, near the Pavilion and monitor students.** • **Rove along the Pavillion and back to the futsal** • **Do not walk across the soccer pitch or through games**
Zone 5 – Primary Soccer Pitch	• **Please stand to the side of soccer pitch near the Pavilion and monitor students.** • **Do not walk across the soccer pitch or through games**
Zone 9 – Primary Basketball Courts	• **Continuously rove along the outside of the Basketball Courts, including the steps and the area in front of the library**
Secondary School	
Yard Duty Location	**Yard Duty Area Description and Expectations**
Zone 6 - Secondary Soccer Pitch	• **Please stand to the side of soccer pitch near the Pavilion or at the entrance to the Soccer pitch and monitor students.** • **Do not walk across the soccer pitch or through games**
Zone 7 – Between Futsal and Soccer Pitches	• **Continuously rove around the space between the Futsal and Soccer Pitches**
Zone 8 – Futsal Pitch and seated area	• **Continuously rove around the Futsal Pitch**
Zone 10 – F Block Portables F01 to F07 Area	• **Continuously rove around the F Block Portables F01 to F07 on both sides as per map.** • **At the end of recess close the adjacent Year 7 Locker Bay Area and at the beginning and end of lunch open and close adjacent Year 7 Locker Bay Area**
Zone 11 – F Block Portables F11 to F19 Area	• **Continuously rove around the F Block Portables F11 to F19 as per map.** • **At the end of recess close the adjacent Year 7 Locker Bay Area and at the beginning and end of lunch open and close adjacent Year 7 Locker Bay Area**
Zone 12 – Library	• **Rove in library spaces including Study Hall**
Zone 13 – Secondary Playground	• **Continuously rove around the Secondary Playground as per map.** • **At the end of recess close the adjacent Year 8 Locker Bay Area and at the beginning and end of lunch open and close adjacent Year 8 Locker Bay Area**
Zone 14 - Canteen	• **Rove near canteen and monitor students so they are not using phones to pay for food.** • **Support canteen staff as needed with phone requests**

Zone 15 – Area 1 – Basketball Courts	• **Continuously rove around the Area 1 Basketball Courts as per map.** • **While the staff member in Zone 15, Area 2 opens or closes adjacent Year 9 locker bays keep an eye on Area 2 Basketball Courts to support**
Zone 15 – Area 2 – Basketball Courts	• **Continuously rove around the Area 2 Basketball Courts as per map** • **At the end of recess close the adjacent Year 9 Locker Bay Area and at the beginning and end of lunch open and close adjacent Year 9 Locker Bay Area.**
Zone 16 – Volleyball Courts	• **Continuously rove around the Volleyball Courts as per map**
Zone 17 – Oval	• **Continuously rove around the Oval as per map**
Zone 19 – D block Buildings	• **Continuously rove around the D block buildings and around toilet block as per map**
Zone 20 – C Block	• **Continuously rove around the C block buildings as per map** • **Monitor and focus on area with most students**
Zone 21 – C and D Block Portables	• **Continuously rove around the C and D block portables as per map** • **Monitor and focus on area with most students**
Zone 18 - Gate PAC	• **Greet and farewell students, staff and families as they enter and leave school.** • **Remind students to remove headphones and put phones away.**
Gate 9- C Block - PCO	• **Greet and farewell students, staff and families as they enter and leave school.** • **Remind students to remove headphones and put phones away.** • **Ensure the gate is closed before leaving duty**
Gate 3 – Primary Gate – PCO and 1 other staff member	• **Greet and farewell students, staff and families as they enter and leave school.** • **Remind students to remove headphones and put phones away.** • **Ensure the gate is closed before leaving duty**
IGA - HOY and PCO	• **Support and supervise students over near IGA to ensure orderly environment** • **Please call Administration Staff in A Block if support is needed and they will call additional PCO and Police if required.**
Secondary Leadership Sweep 1	• **Soccer and Futsal Pitches**
Secondary Leadership Sweep 2	• **Canteen and toilet area**
Primary Leadership Sweep 3	• **Soccer Pitch**

Narre Warren South P-12 College

Class and Yard Duty Times

	Standard	Tuesday Only
Before School Yard Duty:	8:40am – 9:00am	8:40am – 9:00am
Period 1:	9:00am – 10:00am	9:00am – 9:54am
Period 2:	10:00am – 11:00am	9:54am – 10:48am
Homegroup (Tuesday Only)		10:48am – 11:18am
Reccess Yard Duty:	11:00am – 11:20am	11:18am – 11:38am
Period 3:	11:20am – 12:20pm	11:38am – 12:32pm
Period 4:	12:20pm – 1:20pm	12:32pm – 1:26pm
Lunch Yard Duty (1st Half)	1:20pm – 1:40pm	1:26pm – 1:46pm
Lunch Yard Duty (2nd Half)	1:40pm – 2:00pm	1:46pm – 2:06pm
Period 5:	2:00pm – 3:00pm	2:06pm – 3:00pm
After School Yard Duty:	3:00pm – 3:20pm	3:00pm – 3:20pm

Legend

- Yard Duty Zone
- School Boundary Gate
- Yard Duty Handover Point
- Out of Bounds Area



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School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in Primary Reception.
- carry the Yard Duty First Aid Bum Bag at all times during supervision (this is for all staff not just Primary areas) It is a part of their duty of Care. The Yard Duty First Aid Bum Bag will be stored in Primary Reception, F26 and C- block.
- All Yard Duty First Aid Bum Bags have student medical/health alerts attached to the bag for emergency situations.
- Staff can also refer to Compass to identify students medical information if needed or contact the College nurses via the C3X phone system using their mobile phones if necessary.
- It is a requirement of all staff including CRT's to carry a yard duty first aid bum bag at all times when on yard duty, across Primary and Secondary areas. It should be expected that whoever is on the first half of lunch collects the Yard Duty First Aid Bum Bag before beginning their yard duty and the staff member on the second half of lunch should return it to the area it was collected from.

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.
- ensure students remain in their designated year level zones
- 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 and/or Edusafe.
  If an OHS issue, report to OHS.
- If you have concerns around an unknown visitor on site, please contact someone from the Principal team immediately.

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 a Head of Year (HOY) or PCO 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 send a message to the Daily Org Office 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 / supervising 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 a Head of Year (HOY) or PCO 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.

- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Wellbeing Team, HOY and/or Leadership team will ensure arrangements are made to roster additional staff as required. This may include 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 – Study Hall

Students may be allocated independent study time depending on the needs of the school and the students. The Study Hall is supervised by a qualified teacher at all times and will take an attendance roll.

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

Other areas requiring supervision

Areas such as the library during class time have a qualified teacher in the library supervising their students. At lunchtime, there is an allocated yard duty teacher who supervises the students in assistance with the Librarian staff.

Secondary students moving from classroom to another classroom between lessons will be monitored by teachers who are also moving from classroom to classroom. In Primary school, the teacher will walk their class to the next class and wait until the next teacher arrives.

If a Primary school student is required to leave the classroom for any reason, they will take a buddy with them. If a student needs to be left at an alternative location then 2 buddies will take the student to then return to class.

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
- Made available in hard copy from school administration upon request.
- Included in our staff handbook
- Included as a reference in our school website or Compass notification

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	May 2025
Principal Endorsement	June 2025
School Council	August 2025
Community	October 2025
Next scheduled review date	2027 mandatory minimum review cycle for this policy is 2 years.

This policy will also be updated if significant changes are made to school grounds that require a revision of Narre Warren South P-12 College's yard duty and supervision arrangements.