



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
box.hill.hs@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 Box Hill 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

Box Hill High School's grounds are supervised by school staff from 8:21am until 3:14pm. Outside of these hours, school staff will not be available to supervise students.

Students who wish to attend school outside of these hours will be expected to attend the library which is open between 8:15am and 4pm.

Yard duty

All teachers at Box Hill High School are expected to assist with yard duty supervision and will be included in the fortnightly roster.

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



The designated yard duty areas for our school are:

(Refer Appendix 1, for a more detailed description of duty areas. See Appendix 2 for a map of the duty areas.)

Duty Areas	CODE	LOCATION
1	DA1	Building A & front of school
2	DA2	P01 to P21 & hall
3	DA3	Canteen & Quadrangle
4	DA4	M'borough Side of school
5	DA5	Building B
6	DA6	Gym
7	DA7	Oval
8	DA8	Whitehorse Rd
9	DA9	Middleborough Rd

Yard Duty times	TIMES
Before and after school	8:21-8:35am 2:55-3:09pm
Recess	10:15 – 10:43am
L1	12:23 – 12:51pm
L2	12:47 – 1:15pm
Wet Day times	
L1	12:23 – 12:43pm
L3	12:40 – 1pm

School staff must wear the hi-vis vest provided whilst on yard duty. Hi-vis vests will be supplied for all teachers. There will be spare vests in the Daily Organisers Office for CRTs. It is highly recommended that teacher carry their mobile phones on yard duty in case they need to contact General Office or one of the PCO team.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. They must meet the next teacher in the designate changeover location. See Appendix 1.

During yard duty, supervising school staff must:

- methodically move around the whole area designated in the duty area
- 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 ensuring direct line of sight of students at all times
- 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 one of the PCO team but should not leave the designated area until the relieving teacher has arrived in the designated area.

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



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

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 the general office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Students should always remain in the class under the supervision of the time tabled teacher.

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

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

Box Hill 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 in the school library.

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 five sessions per week. Students will engage in independent study either in the Year 12 Study centre where they will be supervised by the Senior Engagement Team or in the library. Year 11 students may have study periods. These students will engage in independent study at these times in the school library. 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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Made available in hard copy from school administration upon request

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

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

Policy last reviewed	May 2022
Approved by	Principal
Next scheduled review date	May 2024



Appendix 1: Duty Areas Description

1	DA1	Building A & front of school Changeover Location: Lower front balcony	Move methodically and constantly through corridors. Lock any classrooms left unlocked. Ensure students do not obstruct movement through corridors. Walk length of front garden. Ensure students are not playing football in the front of the school - move the students on to other areas such as the oval if necessary.
2	DA2	P01 to P21 & hall Changeover Location: In front of P01	Ensure students do not obstruct movement through corridors. Walk from laneway next to hall to rear of school between two double storey portables. Ensure all classrooms are empty and locked.
3	DA3	Canteen & Quadrangle Changeover Location: Canteen	Ensure that all students line up for service in an orderly manner outside the canteen. Ensure orderly behaviour in quadrangle Ask students to clean up any litter. Check boys & girl's toilets for any vandalism/ graffiti, behavioural issues, rubbish, and report this to the facilities team immediately
4	DA4	Middleborough Side of School Changeover Location: Gate near canteen	Move from basketball court to area in front of gym. Make sure students are playing safely on the basketball court. Note strangers around the premises and report this to the general office immediately.
5	DA5	Building B Changeover Location: In front of library	Move methodically and constantly through corridors. Ask students to pick up litter.
6	DA6	Gym	Hand out & pack up equipment at the start & end of lunch time. Closely supervise students playing sport in the gym - always ensure line of sight. Deal with minor first aid issues.
7	DA7	Oval Changeover location: Oval gate	Walk around entire oval ensuring students are playing safely. Ensure students are not in the out of bounds area behind the cricket clubrooms.
8	DA8	Whitehorse Rd	Before and after school. Ensure students do not run across Whitehorse Rd, stand mainly in front of hall to observe students alighting at bus top on other side of Whitehorse Rd, ensure they cross at the traffic lights. Monitor any unusual activity, strangers around the premises and report this to the PCO team immediately.
9	DA9	Middleborough Rd	Before and after school. Ensure students do not run across Middleborough Rd, all students must cross Middleborough Rd via underpass or traffic lights. Monitor any unusual activity, strangers around the premises and report this to the PCO team immediately.

Appendix 2: Map of Duty Areas.

