




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

Contact us in Mandarin / 则可用中文与我们联系

 (03) 9877 1177

 box.hill.hs@education.vic.gov.au

Purpose

This policy provides detailed information on the yard duty procedures and expectations for the appropriate supervision of students at Box Hill High School. 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.

Objective

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

Scope

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.

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.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, time and places.

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. 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 8:27 am until 3:10 pm. Outside of these hours, school staff will not be available to supervise students.

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.



Box Hill High School

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, All-Access Bathroom
3	DA3	Canteen & Quadrangle
4	DA4	M'borough Side of school & Gym Bathrooms
5	DA5	Building B & Stairwell Bathroom
6	DA6	Gym
7	DA7	Oval
8	DA8	Whitehorse Rd Before School
9	DA9	Middleborough Rd Before School
10	DA10	Oval Lunch 2
11	DA11	Gym 2
12	DA12	Whitehorse Rd After School
13	DA13	Middleborough Rd After School
14	DA14	Library

Yard Duty times	
Before and after school	8:27-8:40 am 2:55-3:10 pm
Recess	10:30 – 10:55 am
Lunch 1	1:05 – 1:30 pm
Lunch 2	1:30 – 1:55 pm
Wet Day times	
Lunch 1	1.05 – 1:23 pm
Lunch 2	1:23 – 1:40 pm

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 teachers 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 designated changeover location. See Appendix 1.

During yard duty, supervising school staff must:

- methodically move around the whole area designated in the duty area



- 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 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, they 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 remain in the class under the supervision of the timetabled teacher at all times.

Study periods

Year 11 and 12 students may have several periods during the week where they do not have scheduled classes. These periods are allocated for private study and the completion of assigned learning tasks and students are expected to be completing learning activities during these times. Students are required to remain on school grounds between their first and last scheduled classes and are not permitted to leave the school during study periods during the day. Students can use the following locations the library and VCE study centre for study, with supervision provided by the library staff and senior school engagement team. Students may be permitted to study in other areas where there is supervision provided by a teacher, such as art spaces.

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. 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](#)

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](#)



Box Hill High School

- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

This policy was last updated in July 2024. The 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	July 2024
Approved by	Principal
Next scheduled review date	July 2025



Appendix 1: Yard Duty Area Descriptions

Duty Area	Location Description	Instructions
1	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	P01 to P21, All Access Bathroom near 215 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	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 toilets near canteen for any vandalism/graffiti, behavioural issues, rubbish, and report this to the facilities team immediately. Only light ball games allowed, such as down ball. Any games that might break a window should be moved to the oval.
4	Middleborough Side of School & Gym Bathrooms Changeover Location: Gate near canteen	Move from basketball court to area in front of gym. Check Gym toilets. Make sure students are playing safely on the basketball court. Note strangers around the premises and report this to the general office immediately. Middleborough Rd gate near gym should be locked.
5	Building B & Stairwell Bathroom Changeover Location: In front of library	Move methodically and constantly through corridors. Ask students to pick up litter. Check toilets on the 300s level and on stairwell near 210.
6	Gym	Hand out and 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. Two people are rostered onto the gym in the second half of lunchtime.
7	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. Two people are rostered onto the oval in the second half of lunchtime.
8	Library	Walk around the library.



		Ensure students are not using laptops to play computer games. No laptop usage at recess.
9	Whitehorse Rd Before School	Before 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.
10	Middleborough Rd Before School	Before 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

Duty Area 9 (Whitehorse Rd)

