YARD DUTY AND SUPERVISION POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Tallangatta Secondary College 02 6071 5000

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Tallangatta 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

Tallangatta Secondary College's grounds are supervised by staff before school from 8.45am to 9.00am and after school between 3.20pm and 3.40pm. Areas supervised before school are the main building, locker bay and bus area. After school, school staff will supervise the locker bays and bus area. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised throughout the term via the school newsletter that they should not allow their children to attend Tallangatta Secondary College outside of these hours. Students who may wish to attend school outside of these hours are encouraged to seek supervision from a teacher at an agreed location such as the library or SSC. When available supervised study sessions will be offered in

Yard duty

At Tallangatta Secondary College, school staff will be designated a specific yard duty area and times to supervise within a weekly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

the SSC between 3.20pm and 4.45pm

Yard duty Areas

The designated yard duty areas for our school are:

Area 1	Front of main building
Area 2	Back of main building
Area 3	Ormidale or community netball courts and oval
Area 4	Café lunch session 1, outside of toilet area and the corridor of main building

Wet Weather Yard Duty Areas Recess

Area 1	Front of main building
Area 2	Back of main building
Roaming	Corridor of main building, Room 5, 6 and café.

Wet Weather Yard Duty Areas Lunch

Area 1	Front and back of main building
Area 2	Corridor of main building, including library, Room 5, 6 and café.
Area 3	Ormidale
Area 4 (session 1 only)	Corridor of main building, Room 5, 6 and café.

Yard duty equipment and responsibilities

During yard duty, supervising school staff must:

- Wear a Hi Vis vest
- Actively supervise area - be alert, vigilant and model our values
- Methodically move around the designated zone
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard and record on Compass
- Wear a SunSmart hat during term 1 and 4
- Direct students to pick up rubbish
- Carry a phone for emergencies
- Ensure that a brief but adequate verbal 'handover' occurs where a changeover of staff occurs.

If the supervising staff member 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 staff member needs to leave yard duty during the allocated time, they should contact the office, 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 office and not leave the designated area until a relieving staff member has arrived.

In order to enable effective supervision and provide for the safety and welfare of all students, students are to remain within established boundaries. In summary the boundary excludes areas beyond the Hockey fields, within the car park, and the areas behind the Art wing, PAC and Ormidale.

Before School (15 minutes)

- Duty commences at 8:45am and continues until 9:00am. A summary of the information shared during briefing is provided in the briefing diary in the staffroom and should be read on return from duty
- Initial supervision should be in the bus area (from 8:45am), then the first named staff member completes general student supervision of the locker area and behind the main building. The second named staff member completes supervision front of the main building
- During wet weather, the second named staff member clears corridor, opens and supervises Room 5, 6 and café
- When the music commences (8:55am) both teachers supervise movement of students to and from locker area to homegroups
- Where possible, staff without a homegroup will be rostered before school to ensure the locker area remains supervised before homegroup begins
- Lock the locker bay area once students move to homegroup.

Recess (25 minutes)

- Locker bay area must be unlocked at the commencement of recess and re-locked at the conclusion of recess
- Area 1, 2 and roaming
- At the beginning of recess, roaming teacher must supervise the café and clear the corridors
- During wet weather, roaming teacher clears corridor, opens and supervises Room 5, 6 and cafe. Area 1 and 2 teacher remains outside
- Duty commences at 10.50am and continues until 11.15am for Recess 1
- Teachers to check toilets where and when appropriate.

Lunch (30 and 15 minutes)

- There are two sessions 12.55pm – 1.25pm and 1.25pm – 1.40pm.
- Session 1 staff must remain in the designated area until they are replaced by the session 2 staff member
- There are four areas – Front of main building; Back of main building; Ormidale; Café/roaming
- Café is only supervised during session 1 12.50pm – 1.25pm
- At the beginning of lunch, Area 2 teacher must open and supervise the locker area

- At the end of lunch, Area 2 teacher must supervise the locker area, and lock the gates at the conclusion of lunch
- Supervision of the café includes clearing of the corridor
- During wet weather, Area 2 teacher clears corridor, opens and supervises Room 5, 6 and café. Area 1 teacher remains outside
- Teachers to check toilets where and when appropriate.

After school (20 minutes)

- Supervising staff complete the afternoon bus duty as part of their role and includes the opening and locking of the locker bay gates
- Duty commences at 3.20pm and continues until 3.40pm

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

Where it is necessary to exit a student from a class, teachers must inform the relevant Engagement leader or VCE teacher in which the student is being exited to.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the Daily organiser or front 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

Tallangatta Secondary College follows the Department's Cybersafety and Responsible Use of Technologies 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

Senior students who are not undertaking a full learning load (six subjects) are required to attend the SSC or Library for independent study. Students will not be permitted to leave school grounds during these sessions.

Supervision of student in an emergency

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

COMMUNICATION

This policy will be communicated to our school community in the following ways

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

Information for parents and students on supervision before and after school is available on our school website and weekly in our newsletter.

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	June 2026
Consultation	Principal Consultive Committee
Approved by	Principal
Next scheduled review date	June 2028