



# St Arnaud Secondary College

## YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact St Arnaud Secondary College on 03 5495 1811 or [st.arnaud.sc@education.vic.gov.au](mailto:st.arnaud.sc@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 St Arnaud 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

St Arnaud Secondary College's grounds are supervised by school staff from 8:30 am until 3:16 pm. Outside of these hours, school staff will not be available to supervise students.

Before school, ES staff will supervise students who attend for Breakfast Club in the café area of D-Block. After school, students who attend Power Hour Monday-Thursday in the Senior Open Learning Area of D-Block will be supervised by school staff until 4:15pm.

Students who wish to attend school outside of these hours are encouraged to communicate with their Year Level Coordinator at the Student Management Centre.

### Yard duty

Teaching staff at St Arnaud Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster.

The School Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At St Arnaud Secondary College, teaching staff will be designated a specific yard duty area to supervise twice or three times a week, on a pro rata basis with respect to their teaching fraction.

### 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.

With parent approval, students are able to apply for a year long lunch pass which will allow students to walk home for lunch on an approved day. Students must sign out and in via the General Office.

### Yard duty zones

The designated yard duty areas for our school (as at the start of Term 1, 2026) are Area 1, Area 2, and Detention Supervision.

<b>Zone</b>	<b>Area</b>
Area 1	Grounds around A-Block, and the central gardens south of D-Block, BBQ area at the end of A-Block, School Oval, Front of B-Block, Library (B4), South side of student toilets, Locker bays for Years 7, 8 and Year 11, interior of D-Block.
Area 2	Grounds north of D-Block, space between D-Block and C-Block, garden around Ceramics room, caged court, covered basketball courts, Year 9 and 10 locker areas, orchard, sheds and rear grassed area, north of student toilets; interior of D-Block; Mackay Street.
Detention Supervision	D5



## Yard duty equipment

School staff must:

- Know the location of the first aid kits stored in sickbay.
- Be familiar with the yard duty information pack containing student health and safety information stored in the social staffroom (A6).

## Yard duty responsibilities

During yard duty, supervising school staff must:

- methodically move around the designated zone, ensuring active supervision of all students.
- ensure that students are only accessing the café and other areas of D-Block at recess and lunch time on weather-permitted days.
- ensure students in the café and other areas of D-Block are behaving in a manner appropriate for the spaces. As of January 2026, there are no designated year-level zones for D-Block at recess and lunchtime.
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have signed in at the Front Office (excluding drop off and collection periods).
- 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.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

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 a supervising staff member is unable to conduct yard duty at their 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 a member of the Leadership Team (Leading Teachers, Assistant Principal or Principal), 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 attempt contact with the relieving staff member. If contact is unable to be made or no relief is provided, a member of the Leadership Team (Leading Teachers, Assistant Principal or Principal) should be contacted. The staff member on duty is not to 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.

### Students leaving school premises

Students may only leave school grounds during school hours with explicit, written parental permission, or under the direct supervision of a staff member for educational purposes.

Students who live in town may apply for a 'Lunch Pass' at the start of the school year, which must be signed by their parents and approved by Elisha O'Donnell in consultation with Year Level Coordinators. This allows students to return to their home to eat lunch: the pass does not entitle them to go to any other location or take any other students with them. Students are required to sign out at the front office when leaving the school grounds with their lunch pass, and sign back in at the front office on their return.

### Classroom

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

If a student needs to leave the classroom to go to the toilet, the classroom teacher should note the reason, time of exit and time of return in the student's diary.

If a student is sent out of the classroom due to a behaviour incident as outlined in St Arnaud Secondary College's *Student Wellbeing and Engagement Policy*, the teacher is to complete a Classroom Incident Slip and the student should be directed to the Student Management Centre. If required, the teacher

may send another student to the Student Management Centre to gain the assistance of a Year Level Coordinator.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact, in order, a Year Level Coordinator, Leading Teacher or Assistant Principal 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

St Arnaud Secondary College follows the department's [Digital Technologies - Responsible Use policy](#) with respect to supervision of students using digital devices.

St Arnaud Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments on site, such as video conferencing through the Victorian Virtual Learning Network (VVLN), Virtual Schools Victoria (VSV) and network schools. In these cases, students will be supervised in an area appropriate to their needs (for example, video conferencing rooms A9 and A11, the library or Senior Open Learning Area) with a teacher allocated for supervision.

### 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, Assistant Principal, Leading Teacher - Inclusive Education & Student Success, or Daily Organiser 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 will have five independent study periods per week, unless they are studying the Vocational Major. This will be timetabled as a formal 'Private Study' lesson where teacher supervision will be provided, and attendance will be recorded by the supervising teacher. Students will not be permitted to leave the school grounds during these sessions.

On occasion and with agreement with the Year Level Coordinator, select students may attend school outside of their scheduled days, such as a day they usually attend TAFE or Work Placement. On these days, students will be allocated to a space for private study (such as D9 or the library) teacher supervision will be provided and attendance will be recorded by the supervising teacher. Students will not be permitted to leave the school grounds during these days.

### 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/website
- Included as a reference in our school newsletter each term
- 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 parent reminders are sent at the beginning of each term in our school 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	February 2025
Approved by	Principal
Next scheduled review date	February 2027

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