

Yard Duty and Supervision Policy

PURPOSE

The purpose of this policy is to ensure that Ashwood High School staff understand their supervision and yard duty responsibilities.

SCOPE

This policy applies to all teaching and non-teaching staff at Ashwood 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.

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

Ashwood High School's grounds are supervised by school staff from 8.20am until 3.35pm. Outside of these hours, school staff will not be available to supervise students. This information is provided to parents/guardians on a regular basis via the school newsletter.

The school will provide supervision for students accessing the Building G and Building C locker area before school between 8.25am and 8.45am and after school between 3.20pm and 3.35pm.

Arrangements for students not collected after school

Parents/guardians will be informed when supervision of students is available before or after school hours. Outside of these times, the collection of students is the responsibility of parents/guardians. Students remaining in the school yard awaiting collection after 3.35pm will be directed to the office waiting area.

If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the

emergency contact person identified by the parent/guardian in the school records.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the Police or the Department of Human Services and for them to arrange for the care and protection of the student.

Unauthorised student departure from school

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

Early departure of students prior to dismissal time

Students must be signed out of the school if departing prior to dismissal time.

A record of early departures is to be kept in the General Office and Compass for all students departing the school early. Details will include the student's name, year level, House, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person 16 years and over.

Yard duty

All teaching staff at Ashwood High School are expected to assist with yard duty supervision and will be included in the weekly roster.

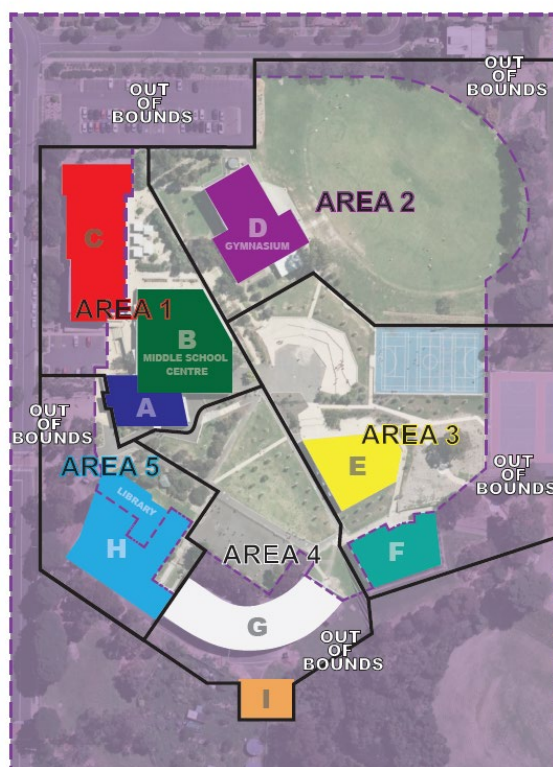
The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Ashwood High School, staff will be designated specific yard duty areas to supervise.

The designated yard duty areas for our school (as of Term 3, 2025) are:

Area	Area
Area 1	Buildings A, B and C. Includes PAC Foyer, Toilets in Building C and, Building C Locker Area (C13) and the Alfresco Area. ES outside
Area 2	Building D. Includes Gymnasium, Gymnasium toilets, Canteen area and Top Oval.
Area 3	Buildings E and F. Includes Amphitheatre, Indigenous Garden and blue Plexipave tennis courts.
Area 4	Single basketball court, lawns in the middle of the campus and Building G internal lockers.
Area 5	Building H. Including STEAM Link Lockers, Building H Toilets and Library. ES does Library



YARD DUTY AREAS



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in Staff Offices and in the Staff Room in Building A
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in Staff Offices and also in the Staff Room in Building A
- carry your mobile phone to be used only in the event of an emergency.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

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 to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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 (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
- Where a student is not acting in accordance with the school rules, approach the student and remind them of the school's expectations with regard to their behaviour. If a student refuses to comply with your instructions, indicate to them that their refusal is a choice they are making and there will be further consequences for that choice. Establish their full name and/or House or Year Level. If the student is unforthcoming, ask other students in the vicinity for their name. Advise the student that their name will be forwarded to the House or Year Level Coordinator and consequences will apply. Chronicle the incident on Compass
- If there is a serious threat to student safety or the incident is of an extremely serious nature, assistance should be sought immediately by calling or sending a student to Reception. Any staff member can be called on for support in this instance. Your discretion and professional judgement are required
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate i.e. 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 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 Daily Organiser 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 in the first instance, contact the relieving staff member by phone to their office, if the staff member is uncontactable, the Daily Organiser should be contacted and the yard duty staff member must 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 teacher is responsible for the supervision of all students in their care during class.

Students may be sent from class to go to the toilet in emergencies or to attend sick bay. Out of class permission is recorded in the student diary and students must carry their diary with them. A 'Toilet Pass' should also be entered on Compass. No student is to be out of class at any time without their planner.

Sending Students Out of Class for Misbehaviour

If this is necessary under the Assertive Discipline Guidelines, the following procedure should be followed:

The student must not be sent from the classroom on their own. Another student should be sent to find a senior staff member who will remove the student. If the House or Year Level Coordinator is not available, the Principal, Assistant Principal, or another teacher from the staffroom should be contacted. At the end of the teaching session, the classroom teacher must follow up with the senior staff member supporting the incident and seek to undertake a restorative discussion with the student.

Teacher leaving class

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first send a student to Reception 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

Ashwood High School follows the department's [Digital Technologies – Responsible Use policy](#) with respect to supervision of students using digital devices.

Ashwood 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 Senior School when undertaking virtual and/or remote learning through Virtual Schools Victoria (VSV), Victorian School of Languages (VSL), Centre for Higher Education Studies (CHES) or University Programs.

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

Year 12 students only will have one study block of five sessions per week. This will be timetabled as a formal 'study hall' where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. 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

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

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	27 October 2025
Approved by	Acting Principal – Meg McLellan
Next scheduled review date	October 2027

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