



# YARD DUTY & SUPERVISION

Review 2026

## CHILD SAFE STANDARDS

Victorian government schools are child safe environments. Lilydale Heights College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Lilydale Heights 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

Lilydale Heights College's grounds are supervised by school staff from 8.30am until 3.30 pm Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the bus bays.

## YARD DUTY

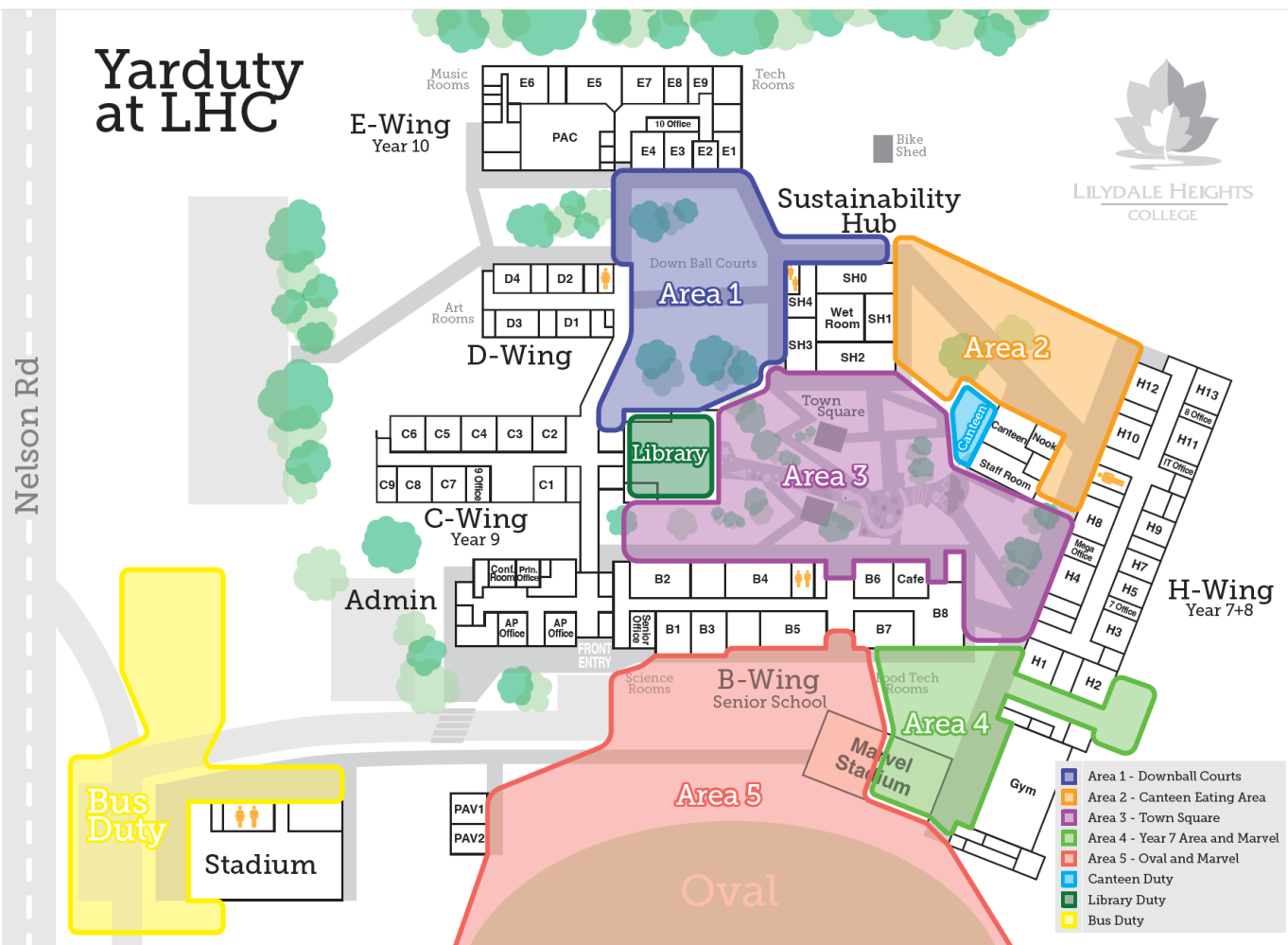
All staff at Lilydale Heights College are expected to assist with yard duty supervision and will be included in the fortnightly roster. The Time Table coordinator /Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Lilydale Heights College, school staff will be designated a specific yard duty area to supervise.

## Yard duty zones

The designated yard duty areas for our school) as at term one 2024 are :

Area	
Area 1	Down ball courts
Area 2	Area from Shub to Bwing
Area 3	Town square
Area 4	Year 7 Area Undercover Basketball area
Area 5	Oval
Library	Library

# Yard duty at LHC



## 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 offices.
- Have access to a first aid bag. The yard duty first aid bag will be stored in the General Office.
- Be familiar with the yard duty information pack containing student health and safety information stored in Compass/ Staff Handbook.
- Carry a mobile phone (available from the General office)

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
- 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)
- ensure students remain in their designated areas.
- 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 and Wellbeing 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 – insert school specific procedures.

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, send a message to the

office/call Daily Organiser Assistant Principal and 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact 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 and Training [Excursions Policy](#).

### **SCHOOL CLUBS AND ACTIVITIES**

The teacher in charge of the club and activity is responsible for the supervision of students in their care during the activity. Parental consent is not required unless the club activity is held off site or outside school hours. School activities outside of normal school hours will be supervised by a minimum of two staff.

### **DIGITAL DEVICES AND VIRTUAL CLASSROOM**

Lilydale Heights College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Lilydale Heights College 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 include content on where students will undertake virtual and remote learning while at school eg the library/break out space/common area.

### **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.

### **ONE-TO-ONE MEETINGS WITH STUDENTS**

Meetings with individual students are to be held in visible spaces. It is recommended that meetings with students are held with another staff member in the room, however, where this is not possible (e.g. directly after class), the discussion should be visible to others. This can be achieved by leaving the door open, having other students in the room, speaking with the student near the window, speaking to a student in a room that has a lot of windows and glass that make visibility easy, etc.

### **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 three 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

- 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**

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](#)
  - [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](#)

#### **Evaluation:**

This policy will be reviewed every two years or if significant changes are made to school grounds that require a revision of Lilydale Heights College's yard duty and supervision arrangements

This policy was last ratified by School Finance Committee in

August 2024

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