YARD DUTY AND SUPERVISION POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact Epping Secondary College main administration office on 03 9401 2599.

PURPOSE

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

SCOPE

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

Epping Secondary College's grounds are supervised by school staff from 8.25am until 3.20pm. Outside of these hours, school staff will not be available to supervise students.

Before school, school staff will supervise the school's courtyard and oval. After school, school staff will supervise areas directly outside the school at McDonalds Road, Scarborough Road and Carlisle Avenue.

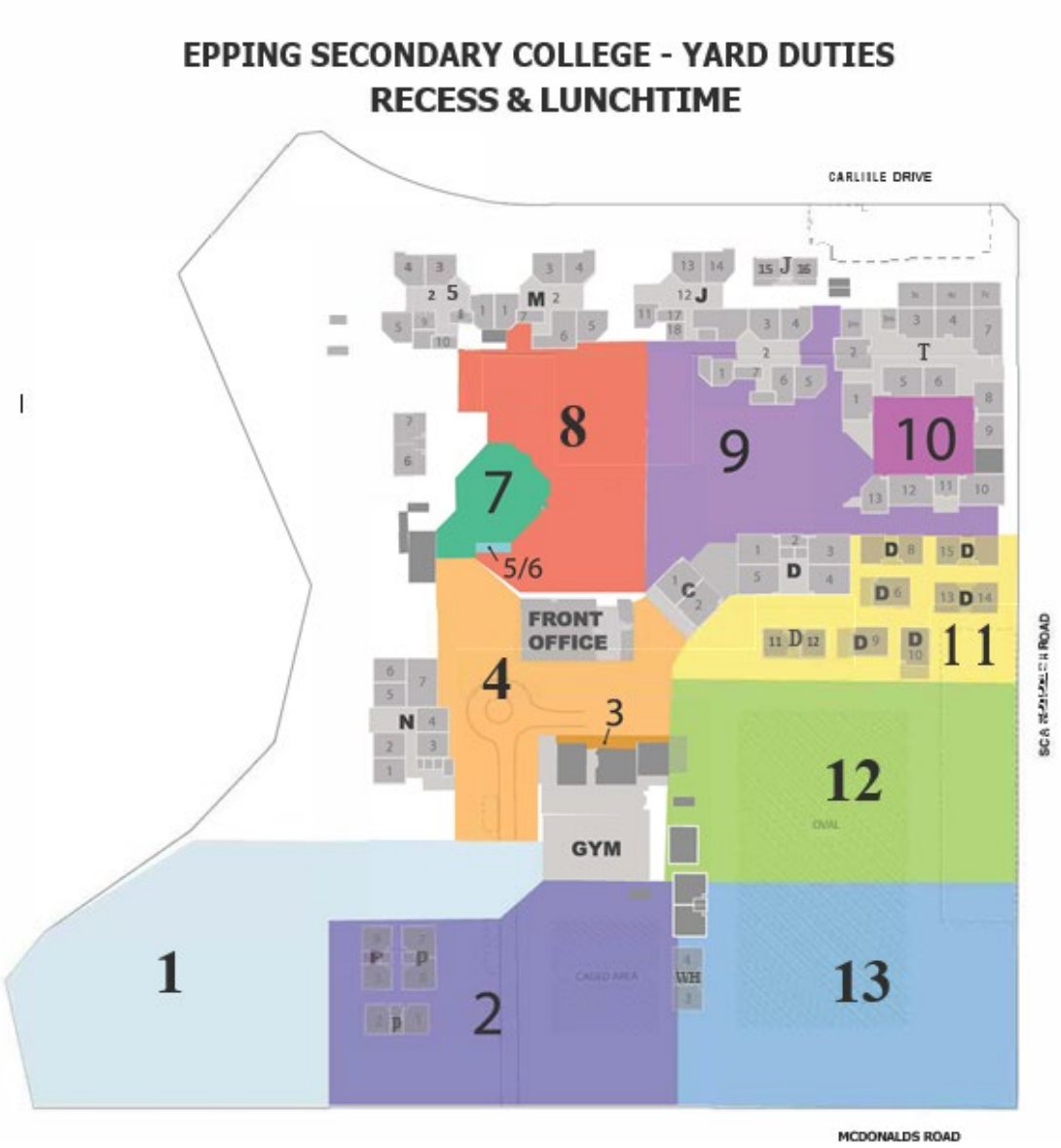
Yard duty

All staff at Epping Secondary College are expected to assist with yard duty supervision unless exempted by the school Principal and will be included in the yard duty roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Epping Secondary College, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school are:



Code	Display Name	Description
Z01BasketballCourts	Basketball Court	Basketball Courts, Grass Zone
Z02Driveway	Driveway	Front Driveway, P Portables, Tennis Courts, Cricket Pitch
Z03Canteen Line	Canteen Line	Canteen Line (Recess and Lunch 1 ONLY)
Z04CanteenOut	Canteen Out	Outside Canteen, Breezeway, Roundabout, Front of N building to Courtyard gates
Z0SFemaleToilets	Female Toilets	Female Student Toilets
Z06MaleToilets	Male Toilets	Male Student Toilets
Z07Library	Library	Library (Lunch 2 ONLY)
Z08CourtyardLib	Courtyard L-End	Courtyard Library end
Z09CourtyardTech	Courtyard T-End	Courtyard Technology end
ZI0Technology	Technology	Technology Courtyard
ZIIDPortables	DPortables	D Portables, Downball courts
Z12OvalD	Oval D-End	Oval (Soccer Pitch) - D Portable end
Z13OvalM	Oval M-End	Oval (Soccer Pitch) - McDonalds Road end

EPPING SECONDARY COLLEGE - YARD DUTIES
BEFORE & AFTER SCHOOL

Code	Display Name	Description
Z14BSOval	Oval	Before School Oval (Soccer Pitch)
ZIS BSCourtyard	Courtyard	Before School Courtyard
Z16ASCGate	Carlisle Drive	After School Carlisle Drive Gate
Z17ASSGate	Scarborough Road	After School Scarborough Road Gate
Z18ASMBus	Bus Stop	After School McDonalds Road Bus Stop
Z19ASMGate	McDonalds Road	After School McDonalds Road Gate

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Staff are supplied with safety/hi-vis vests upon induction. Safety/hi-vis vests will be stored by the staff member.
- Be familiar with the yard duty information pack containing student health and safety information stored

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 at the school 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 Wellbeing and Engagement policy and Epping Secondary College behavioural expectations;
- ensure that students who require first aid assistance receive it as soon as practicable;
- log any incidents or near misses as appropriate.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into two 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 contact the school's Administration Office 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 the school's Administration 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.

Digital devices and virtual classroom

Epping Secondary College follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Epping Secondary 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 by school staff as appropriate to the context of their learning, the learning space require and the number of students participating.

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

Independent Study

Senior school students whose timetables reflect 'spare' periods must sign in to have attendance recorded for these periods through the school's attendance officer. Such students may choose, upon signing in, to attend either the school's library or Senior Study Centre for these periods.

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
- Sent to the community on Compass
- 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 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
  - Cybersafety and Responsible Use of Technologies
  - Duty of Care
  - Excursions
  - School Community Work
  - Structured Workplace Learning
  - Supervision of Students
  - Visitors in Schools
  - Work Experience

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2025
Approved by	Principal
Next scheduled review date	May 2027

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