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# Yard Duty and Supervision Policy (2026 - 2028)

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<i>Date implemented</i>	29 April 2026
<i>Author</i>	Justin Hird
<i>Date to be reviewed</i>	April 2028
<i>To be reviewed by</i>	Principal
<i>References</i>	Victorian Government Schools Reference Guide
<i>Approved by</i>	Principal
<i>Date</i>	29 April 2026
<i>Signature</i>	

A handwritten signature in blue ink, appearing to read 'J. Hird', located below the signature label in the table.

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## Objective

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

## Scope

This policy applies to all teaching and non-teaching staff at Castlemaine Secondary College, including education support staff, casual relief teachers and visiting teachers.

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.

## Policy

### Before and after school

Castlemaine Secondary College's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Students who may wish to attend Castlemaine Secondary College outside of these hours are encouraged to sign in and out of the front office. They may attend the library which is open between 8:30am - 4:30pm, alternatively report to a specific teacher who may be running extra-curricular activities.

### 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. Students must sign-out using the Compass Kiosk at Reception, and must be collected by their parents or carer.

## Yard duty

All teaching staff at Castlemaine Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster. The Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Castlemaine Secondary College, staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are outlined in the map below.



<b>BUS DUTY: 8:40 - 9:00AM</b>	BusAM	AME	CWN	BIS	HIJ	HEC
<b>RECESS</b>	Area 1	DIM	SIE	JEN	JOH	CWN
	Area 2	FLT	HIJ	VEK	SHE	BIR
	Area 3	GOK	MER	SHE	GOK	WIB
	Area 4	TEA	JOH	TUL	MOR	SIE
	Canteen	HEC	TAA	BRG	MCJ	TAA
	Library	MAD	MAD	MAD	MAD	MAD
	<b>LUNCH 1</b>	Area 1	YOK	KIH	CRB	GBT
Area 2		WTE	BUN	FLT	RHU	BUN
Area 3		STE	DIM	SUA	CHC	VAH
Area 4		CHC	VEA	THO	MOR	TNR
Canteen		HIJ	TNR	OHA	PAP	OHA
Gym		EDW	ODO	STC	WAT	GOG
Library		BRG	WHI	MAD	TEA	TSA
<b>LUNCH 2</b>	Area 1	FLR	YOK	TOM	JAC	GBT
	Area 2	WIB	BKY	MCA	DOC	CAB
	Area 3	PED	RHU	NYB	CAB	FLR
	Area 4	MCJ	PLA	WTE	KIR	MER
	Gym	EDW	ODO	STC	WAT	GOG
	Library	MAD	JAC	TUL	MAD	MAD
<b>BUS DUTY: 3:15PM - 3:45PM</b>	BusPM	HEC	WHI	KIH	PAP	CWN

School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry the first aid bag. Safety/hi-vis vests and the first aid bag will be stored in the staff room. Staff are encouraged to carry a mobile phone whilst on yard duty.

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

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)
- 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.
- ensure that students who require first aid assistance receive it as soon as practicable.
- log any incidents or near misses as appropriate on Compass for student/s involved.

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 teacher 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 teacher needs to leave yard duty during the allocated time, they should contact the Daily Organiser or Reception (5479 1111), but should not leave the designated area until the relieving teacher has arrived in the designated area.

If the next duty teacher does not arrive for yard duty, the teacher currently on duty should contact the Daily Organiser or Reception (54791111), but not leave the designated area until a relieving

teacher has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

### **Classroom**

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

Students may leave the classroom if they require to use the toilet and should use the facilities within the building of their current classroom. Students wishing to access other areas of the College should be issued with a teacher's Out of Class Pass. Only one student at a time should be given permission to leave the classroom.

Classroom teachers are responsible for the supervision of all students in class for the duration of each scheduled class; they must not re-direct students to other areas in the school eg; library or Sub-School areas.

A teacher must not leave the classroom unattended at any time during a lesson, they should first contact either the Sub-School Leader or Year Level Leader 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](#).

### **Staff and Student Meetings**

All meetings with students must adhere to the following guidelines.

- at least 2 staff members present during all meetings.
- meetings to be conducted in designated Sub-School Buildings - these rooms have clear visibility
- clear and thorough notes should be recorded on Compass in relation to the meeting discussion points.
- For conversations around Tier 3 behaviours it is strongly recommended the relevant parents / carers are informed of the conversation.
- meetings should not occur in staff offices.

### **Digital devices and virtual classroom**

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

Castlemaine Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site.

### **Students requiring additional supervision support**

Sometimes students will require additional supervision, such as students with a 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:

- [Structured Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

## **Independent Study**

Year 11 & 12 students who have study sessions are expected to either work in Sub-School areas or the Library senior study space. 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.

## **Student attendance outside school hours**

Any event that occurs after hours must follow the [Event Approval Process](#) which is used for Camps, Excursions and Incursions. This will involve having clear expectations about the following items.

- Start and finish time of event
- Supervising staff members - must always be at least 2 staff members present and ensuring minimum supervision ratios are followed.
- Students remain in visible areas at all times
- Parent permission is gained through the Event Approval Process - using the Compass platform.

For all other out of hours attendance, e.g. private study, casual tutoring or SAC catch-ups, sign-in sheets will be placed in each sub-school and the library. This is a legal requirement and must be followed by all staff.

## **COMMUNICATION**

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## 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](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	29 April 2026
Approved by	Principal
Next scheduled review date	April 2028