



YARD DUTY AND SUPERVISION POLICY

2025-2027

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Patterson River 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

Patterson River Secondary College's grounds are supervised by school staff from 8.20am until 3.15pm. Outside of these hours, school staff will not be available to supervise students. The College library is open to students and supervised from 8.00am until 4pm.

From time-to-time, students may be required to remain at school after school hours to undertake assessment tasks. In such circumstances, students will be supervised by a teacher.

Students may choose to remain at the College to study after 3:00pm. In such instances, students may:

- Remain in the Year 12 Study Centre
- Attend the College Library which is open until 4.00pm
- Participate in supervised homework activities
- Remain in classrooms/open learning spaces that are near the indirect supervision of Student Managers (in nearby offices) by prior arrangement.

Students remaining at the College after school to study must leave the College's facilities/grounds by 5:00pm.

Note: When a student remaining at school after 3pm is organised by a teacher, permission is to be sought from parents/guardians via Compass.

Yard duty

All teaching staff and some Education Support staff at Patterson River Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser/Assistant Principal for School Operations is responsible for preparing and communicating the yard duty roster on a regular basis. Staff will be designated a specific yard duty area to supervise

Yard duty Areas

The designated yard duty areas for our school as at 29 January, 2025 are:

Area
Area 1 - School Crossing Duty (before school 8.20-8.40) (after school 3-3.15)
Area 2 - Bridge Duty (8.20-8.40am)
Area 3 - Over the Bridge (Whatley St) (after school 3-3.15pm)
Area 4 - Front of School Bus Duty (after school 3-3.15pm)
Area 5 - Drive way Bus Duty (after school 3-3.15pm)
Area 6 - Oval
Area 7 - Soccer Pitch
Area 8 - R Rooms and Back Gate
Area 9 - Courtyard 1 (Yr 7 to Art area)
Area 10 - Courtyard 2 (Yr 7 to Admin area, including Yr 8 Courtyard)
Area 11 – Front of PAC/Stadium
Area 12 - Canteen
Area 13 - Front of school
Area 14 - Back Gate (after school 3-3.15pm)
Area 15 – Stadium
Area 16 – Sports Hub

Yard Duty Map



Yard Duty Map

Out of Bounds
Updated 7/02/2025



Yard duty equipment

School staff must:

- Obtain a yard duty vest from their office or the main staffroom and wear it to the duty
- Be aware of the location of the nearest first aid kit/s to the area should they be required
- Take their mobile phone with them to use to contact the office if needed

Yard duty responsibilities

Staff at Patterson River Secondary College 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:

- Arrive at their allocated area on time
- Circulate through their area to be as visible to the students as possible
- 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

If being relieved of their yard duty shift by another staff member (for example, as occurs during lunchtime supervision), 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 or an Assistant 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 contact the office and ask for the teacher to be paged. The first teacher should 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 Supervision

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 Office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

If a student needs to leave a class, the teacher must fill in the 'Left Class' Compass Chronicle Template. It can be found under 'Attendance Notifications' in the Chronicle menu.

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

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

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

Year 12 students only will have one study block of three sessions per week. This will be timetabled as 'study' where teacher supervision and support will be provided, and attendance will be recorded by the supervising staff member. 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
- Included as a reference in our school newsletter
- 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 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	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 Patterson River Secondary College's yard duty and supervision arrangements.

PERSISTENCE · EXCELLENCE · COMMUNITY · RESPECT

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