



YARD DUTY and SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the general office

PURPOSE

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

SCOPE

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

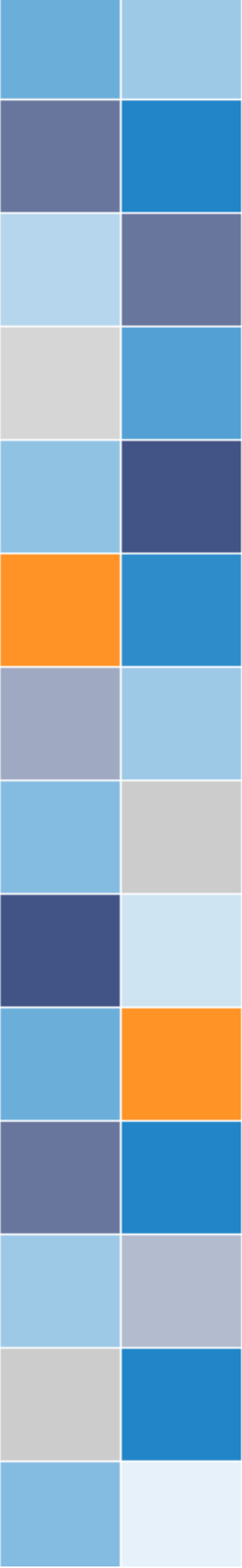
The Principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions and camps and other school activities.

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

Student safety at Korumburra Secondary College is our highest priority and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.



Before school: School grounds are supervised from 8.30am -9.00am at the Bus Loop.

Other areas of the school grounds if staff are moving within areas.

After school: School grounds are supervised from 3.15pm-3.45pm at the bus loop and 3.15pm-3.30pm at the car loop. Other areas of the school grounds if staff are moving within areas.

Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending before or after school care, or a pre-arranged supervised activity (i.e. sports practice).

Families are encouraged to contact the Principal on 5655 1566 for more information about the before and after school care facilities available to our school community or if you would like any further information about our student supervision arrangements.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Students who wish to attend school outside of these hours are encouraged to sign in and out at the front office.

Yard duty

Teaching staff at Korumburra Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster.

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



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 rooms

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 and actively supervise
- 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 any designated year level zone allocated to them
- 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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate 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 contact the Daily Organiser but 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

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 front office or Year Level Coordinator 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 team and College Operations 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

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

Korumburra 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 in the designated areas.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

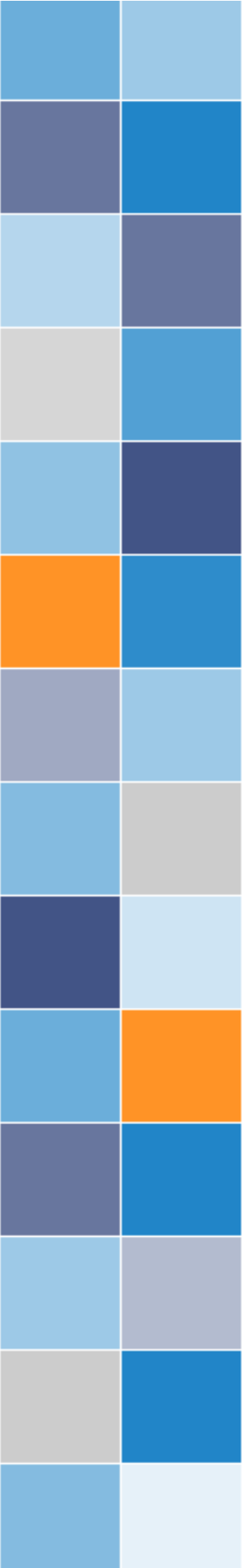
- student attendance will be monitored for every class
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

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 students may have periods of independent study. They should study in the spaces provided in the STEAM building. Where year 12 students have a period 1 or period 4 study period, they are able to study at home on the receipt of a signed year 12 attendance form.

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](#)
 - [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	October 2025
Approved by	Principal
Next scheduled review date	October 2027

APPENDIX A

YARD DUTY ZONES – AREAS (TERM 4, 2025)

Zone	Area	Wet Weather
Zone 1 (Purple)	Basketball Court/Canteen Please go to Canteen first then monitor the basketball courts, quadrangle, PAC Balcony, the pathway space at the front of the STEAM building and the STEAM locker Area (year 10s).	Check Canteen and Patrol STEAM Foyer and Senior Study Area. Hislop Gym Yr 10 - 12
Zone 2 (Green)	Middle School Please monitor the area around the Learning Hub Building, the Arcade, Grass Area near Ga Ga Pit at back of LH, the path up to Quadrangle, the Bunji Building (as marked on map, including undercover entry area and toilet alcoves), the roadway and the new playground area at the front of LH.	Arcade, East and West Interior of Learning Hub Years 7-9
Zone 3 (Orange)	Oval / Bunji Please monitor the top oval (ensuring no students are in the Cricket Shed or surrounds), the area around the Bunji Building (as marked on map including the grass area behind the Bunji), the roadway and line of sight to tennis courts (from oval or Bunji: call for assistance if required).	Bunji Gym Year 7 - 9

APPENDIX B
YARD DUTY ZONES - MAP



We are Respectful. We are Resilient. We are Kind. We Try Our Best.