



YARD DUTY AND SUPERVISION POLICY

Policy 2025-2026



Help for non-English speakers

If you need help to understand this policy, please contact Roxburgh College on 9930 8100

Purpose:

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

Scope:

This policy applies to all teaching and non-teaching staff at Roxburgh College and Gateway School, 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.

Before and after school Supervision

Roxburgh College and Gateway School grounds are supervised by school staff from 8:40am until 9:00am before school and from 2:55pm to 3:15pm after school. Outside of these hours, school staff will not be available to supervise students.

School staff will supervise all areas of the yard before and after school **for twenty minutes as per the yard duty roster.**

Students who may wish to attend school outside of these hours will be expected to report to **the** breakfast club, homework club or the library.

Yard duty Supervision

All staff at Roxburgh 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 Roxburgh College, school staff will be designated a specific yard duty area to supervise.

All staff at Gateway School are expected to assist with yard duty supervision. The Gateway School staff are responsible for arranging supervision of the students on a daily basis.

Yard duty Zones

The designated yard duty areas for Roxburgh College are as follows:

| Area | Description |
|---|---|
| 1. Senior School | Supervise area and at the end of recess or lunchtime supervise the locker area near H-block. |
| 2. Canteen | Staff are to stand near the serving counters and allow only four students to a window. Staff also supervise the behaviour of the students lining up to be served. Staff that are on at recess or second lunch need to close the roller doors at the Canteen once the warning bell has gone, then move to the H-Block lockers. |
| 3. Senior Toilets | Staff stand at the entrance to the toilets and supervise students entering the toilets, then supervise M-Block locker area after warning bell has sounded. Toilets are for year 10, 11 and 12 use only. |
| 5. College Green & V Portables (Library Side) | Staff are to navigate around the upper half of college green as per map. Allow no ball games. Staff that are on at recess or second lunch need to supervise students to get to class from the College Green once the warning bell has gone. Move to the V-Portable School locker areas to supervise lockers. |
| 6. College Green & P1 -4 | Staff are to navigate around the lower half of college green as per map. Allow no ball games. Staff that are on at recess or second lunch need to supervise students to get to class from the College Green once the warning bell has gone. Move to the m-block locker area to supervise lockers. |
| 7. Middle Toilets | Staff stand at the entrance to the toilets and supervise students entering the toilets, then supervise Senior locker area after warning bell. Toilets are for year 8 and 9 use only. |
| 8. Junior Courtyard & Science Wing | Staff are to walk around Science Building. Staff that are on at recess or second lunch need to move to the locker area on the end of S-Block after the warning bell. Only year 7 and 8 students should be in the junior courtyard. |
| 9. Junior Toilets | Staff stand at the entrance to the toilets and supervise students entering the toilets, then supervise J-Block locker area after warning bell. Toilets are for year 7 and 8 use only. |
| 10. Undercover Basketball Court | Staff are to navigate space allocated. The area is open to Year 7 & 8 students to access. Staff that are on at recess or second lunch need to supervise students to get to class from the lockers at the end of the J-Block. |
| 11. Courtyard behind A5 & Basketball | Supervise the students in courtyard near basketball courts and students playing sport on the Basketball courts. After warning bell move to the locker area near portables P5-P8 to supervise lockers. |
| 12. P5-12 & Behind J-Block | Supervise locker area between portables, checking that portables are locked. At the end of recess and lunchtime supervise P5-8 portable lockers. |
| 13. Soccer Pitches | Supervise the students playing sport on the soccer pitches. Move around the pitches keeping students away from the primary school fence and mounds around the playing field. Students are only allowed on the sporting fields if they are playing a sport otherwise, they need to be sitting on the seats provided. After warning bell move to the locker area near portables P5-P8 to supervise lockers. |
| 14. Oval | Supervise the students playing sport on the oval. Move around the oval keeping students away from the tree, primary school fence and mounds around the oval. Students are only allowed on the oval/sporting fields if they are playing a sport otherwise, they need to be sitting on the seats provided. After warning bell move to the locker area near portables P5-P8 to supervise lockers. |
| Gym | Supervise students inside gym. |
| Rear of School | Staff need to monitor entry of students from rear of school and staff car park. |
| Community Centre | Staff need to monitor entry of students entering school via Community Centre Car Park. |
| Bus Stop and Traffic Light | Supervise students at traffic lights and those waiting at Bus Stop on Thomas Brunton Parade. |
| Front of School | Monitor students leaving the College from the administration main entry and service lane. |

- Toilets
- First Aid/Sick Bay
- Accessible Toilets at all toilet blocks
- Canteen
- Drinking Taps

- Teachers 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 Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents on Compass where appropriate

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 but should not leave the **designated area** until the relieving teacher has arrived to replace them.

If the relieving teacher does not arrive for yard duty, the teacher currently on duty should call the General Office and not leave the designated area until a relieving teacher has arrived. If a staff member on duty requires support, they must call the General Office.

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 at any time during a lesson, he or she should first contact the General Office or an Assistant Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

School activities, camps and excursions Supervision

The Principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions. 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

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

Roxburgh 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 library.

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

- student attendance will be monitored in 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

Year 12 students only will have one study block of four sessions per week. Where sessions are timetabled adjacent to the school day, students have the option to start late or finish early. 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 study sessions during the day.

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.

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](#)

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 policy handbook
- Made available in hard copy from school administration upon request
- Uploaded to our school website

Policy Review and Approval:

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