



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Traralgon College on 5176 2240.

PURPOSE

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

SCOPE

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

Traralgon College's grounds are supervised by school staff from 8:35am until 8:55am and from 3:13pm until 3:35pm.

Traralgon College's Bus Exchanges are supervised by school staff from 8:15am until 8:55am and from 3:13 until 4pm.

Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise at the Bus Loop and in the school grounds.

Students who wish to attend school outside of these hours will be expected to sign in and out of the front office or report to extra-curricular activities.

Yard duty

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

Yard duty zones

Shakespeare Street Campus:

The map illustrates the layout of Traralgon College, divided into several color-coded duty areas:

- Red Area (Top Left):** Labeled "OUT OF BOUNDS".
- Orange Area (Top Right):** Labeled "Yard Duty Area 3 Canteen". It includes buildings J4, J5, J6, J9, J10, and J12.
- Green Area (Right):** Labeled "Yard Duty Area 2". It includes the S1 Stadium, S3 Stage, and a large "METAL" storage area.
- Blue Area (Bottom Left):** Labeled "Yard Duty Area 1". It includes the Bulga building (B1-B7), Administration/Library, and various staff and student service buildings.
- Grey Area (Bottom Right):** Labeled "OUT OF BOUNDS" and "BUS EXCHANGE".
- Orange Area (Middle):** Labeled "TARRA / STUDENT SERVICES".
- Blue Area (Middle Left):** Labeled "BULGA".
- Green Area (Middle Right):** Labeled "WIRILDA". It includes buildings W1-W7 and W6A, a playground, and a "METAL" storage area.

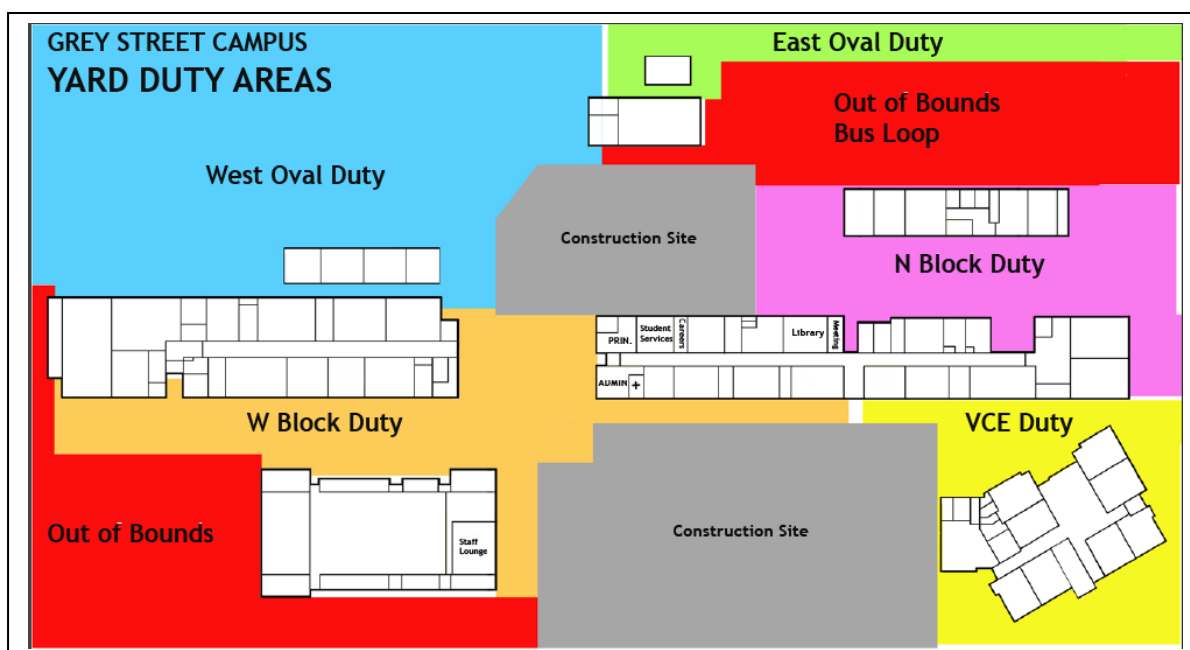
Other labeled buildings and areas include:

- STAFF CAR PARK OUT OF BOUNDS
- Doctors in Scrubs
- M2, M1
- Relief Workers
- Canteen
- S3 Stage
- S1 Stadium
- T2, T4, T6, T1, T3, T5, T7, T8
- B6, B4, B2, B7, B5, B3, B1
- ICT
- Library
- Office
- Staff Lounge
- Visitors Car Park
- OUT OF BOUNDS
- BUS EXCHANGE



Grey Street Campus:

Zone	Area
West Oval	Main Oval
Eat Oval	Oval behind bus loop
N Block	In between S Block and N Block
W Block	Between Hall and W block
VCE	Around the VCE centre



Yard duty equipment

School staff must wear a provided safety/hi-vis vest whilst on yard duty.

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
- closely monitor the perimeter of the school
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose



- ensure students remain in their designated year level zones
- 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
- enforce safety requirements in and around the bus exchange

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 office 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 office 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 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 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

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



Traralgon 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 or a common area.

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](#)

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 each term
- 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	June 2022
Approved by	Principal
Next scheduled review date	June 2024

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