



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 College 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 College 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 before school from 8:35am until 8:55am and after school from 3.13pm to 3.35pm.

Traralgon College's Bus Exchanges are supervised by school staff from 8:10am until 8:55am and from 3:13 until 3:55 at Grey St and 4pm at Shakespeare St. Staff are required to continue supervision beyond this time if there are still students waiting for a bus that has been delayed.

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

Yard duty

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

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



Students leaving school premises

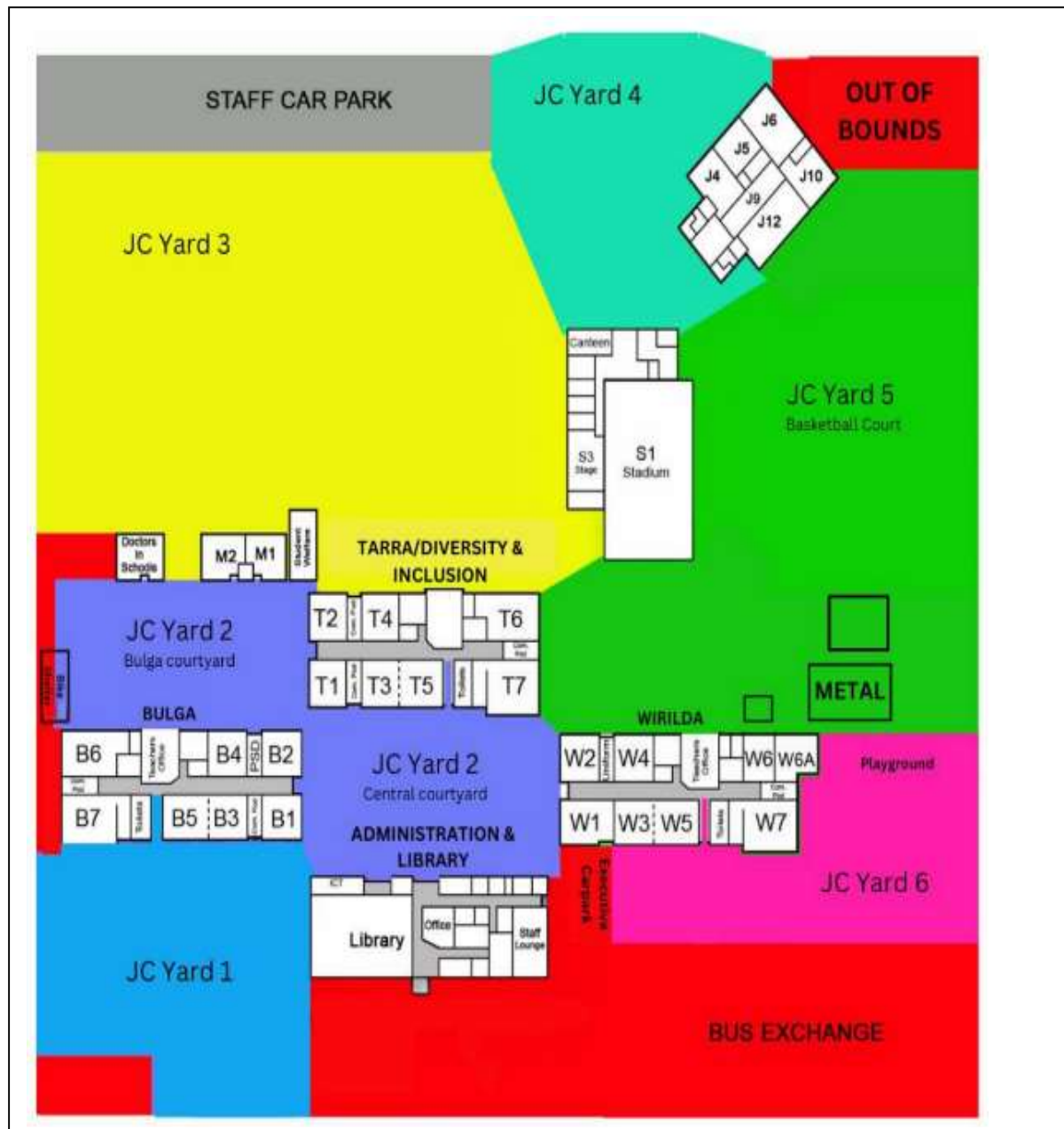
Students under 18 must have written permission from a parent or carer to leave the school grounds during school hours. Parents or carers can provide permission through Compass for their child to leave school or attend external activities. During school hours students must enter and exit the school only through the Administration building. Students must attend the administration office for the Attendance staff to check permission and to be signed in or out of the school.

Yard duty zones

The designated yard duty areas for our school are:

Shakespeare Street Campus:

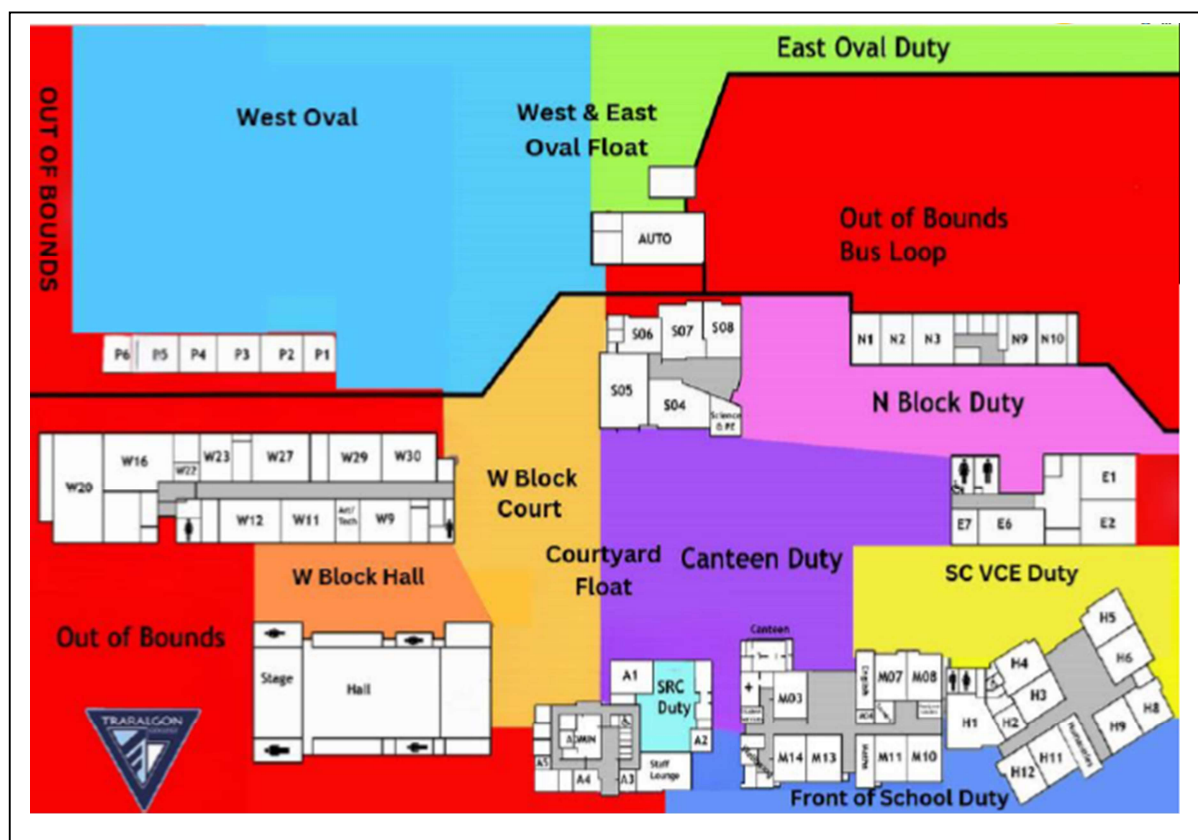
Zone	Area
JC Yard 1	Northeast corner of school grounds between Admin building, Bulgar building and front of school.
JC Yard 2	Bulgar and Central courtyard areas between Bulgar, Tarra, Wirilda and Portable buildings.
JC Yard 3	Southeast corner of school grounds including the oval and area between the Stadium, Tarra and portable buildings.
JC Yard 4	Area between the stadium, J block and back fence.
JC Yard 5	Southwest corner of school grounds including the basketball court and area between J block, the Stadium and Wirilda buildings.
JC Yard 6	Northwest corner of school grounds between Wirilda building and front gates.
Bus Exchange	Bus zone at the front of school. Out of bounds during school times.





Grey Street Campus:

Zone	Area
SC Canteen (Courtyard)	Area between Canteen, Middle block, STEM and East buildings.
SC East Oval	East Oval area behind Auto building and bus loop.
SC N Block	Area between North block, East Block and STEM buildings.
SC W block Court	Including basketball court between W block, STEM and Admin buildings.
SC W Block Hall	Area between W block and Hall buildings.
SC West Oval	West Oval area behind portable buildings.
Bus Loop	Out of bounds during school times.





Yard duty equipment

School staff must wear a provided safety/hi-vis vest and carry a yard duty first aid bag whilst on yard duty.

Yard duty first aid bags along with spare hi-vis vests are kept at the following locations:

- Shakespeare St campus – Bulga, Wirilda and Tarra staff rooms.
- Grey St campus – S block and W block staff rooms, and the M and H block Sub-school office.

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.
- be alert and vigilant.
- closely monitor the perimeter of the school.
- avoid the use of mobile devices except for urgent\important school communication.
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard.
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose. Contractors and visitors to the school should be wearing a lanyard provided to them when they report to the school administration office on entry.
- 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 possible.
- log any incidents or near misses as appropriate on EduSafe Plus.
- 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 two 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 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 Daily Organiser 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 Daily Organiser or administration 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 [Digital Technologies - Responsible Use 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 additional needs. In these cases, the College 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](#)

Student independent study supervision

Traralgon College will also ensure appropriate supervision of students participating in independent study while on school site. In these cases, students will be supervised in the library or a common area.



Supervision of student in emergency operating environments

In emergency circumstances our school will provide student supervision as documented in the Emergency Management Plan.

In the event of any mandatory period of remote or flexible learning Traralgon College 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 the staff handbook
- Included as a reference in school communications to parents, as required
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Digital Technologies - Responsible Use](#)
 - [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	July 2026
Approved by	Principal
Next scheduled review date	June 2028

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.