

# Yard Duty and Supervision Policy

*Please note this policy is mandatory and staff are required to adhere to the content*

## Summary

Table 1 - Document details

<b>Publication date</b>	February 2025
<b>Review date</b>	February 2027
<b>Related legislation/applicable section of legislation</b>	Child Safe Standards Common Law Duty of Care
<b>Related policies, procedures, guidelines, standards, frameworks</b>	RSC Student Wellbeing and Engagement Policy RSC Supervision Policy
<b>Approved by</b>	School Principal
<b>Approval date</b>	February 2025
<b>Noted by</b>	LAC
<b>Noted by date</b>	TBC
<b>Version</b>	4.0



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 9755 4555.

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## 1. Purpose

The purpose of this policy is to explain to staff, Rowville Secondary College's yard duty procedures and expectations for the appropriate supervision of secondary students. 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.

## 2. Objective

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

## 3. Scope

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.

This policy applies to all teaching and non-teaching staff at Rowville Secondary College, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

## 4. Policy

### **Before and after school**

Rowville Secondary College's grounds are supervised by school staff from 8:45 am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Students who may wish to attend school outside of these hours are encouraged to use the library which is open from 8am to 4pm

At the Western Campus, the Senior Study Centre is open for student use from 8.30am to 4.30pm

### **Yard duty**

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

Daily Organisers are responsible for preparing and communicating the yard duty roster on a regular basis and allocated Yard Duties will appear on Compass schedules. At Rowville Secondary College, staff will be designated a specific yard duty area to supervise.

School staff must wear a provided safety/ hi-vis vest while on yard duty. Safety/hi-vis vests will be stored in each staffroom.

During yard duty, supervising school staff must:

- methodically move around the designated zone, ensuring that perimeters are patrolled as well as checking out of bounds areas, toilets and areas out of the line of sight – Each yard duty zone has a number of sites marked with an 'x'. These sites should be visited at least once during each duty. (\*note please only enter your respective gender toilet)
- carry a mobile phone with them with the number of the school (9755 4555) easily accessible
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- Expect and reinforce school values to be shown in the yard using the matrix as a guide. Acknowledge positive behaviours and address breaches of College Values
- Encourage students to keep the space they are in clean and remind them of bin locations nearby. Please report any bin issues using the maintenance help desk (eg. bin is full in location “?”)
- Ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate. Injuries must be recorded in an incident report, available from First Aid, and other incidents should be recorded on Compass. Significant injuries must also be logged with the Department of Education – please see a Principal Team member for support and assistance.

NOTE: Please refer to specific advice for each yard duty area following the campus maps

If the supervising teacher is unable to conduct yard duty at the designated time, they should contact the relevant 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 in the designated area.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

#### TOILETS:

In relation to Yard Duty assigned to toilet areas in the school, from 2025 staff are no longer required to unlock / lock external doors. Toilets will remain unlocked throughout the day, and where possible, external doors to toilet blocks will be locked 'open' during school hours. Please note, that in circumstances where the situation becomes unmanageable at a toilet block, staff can still use Keys and Key cards to lock the toilets, and as such should still collect a toilet key card from House Offices.

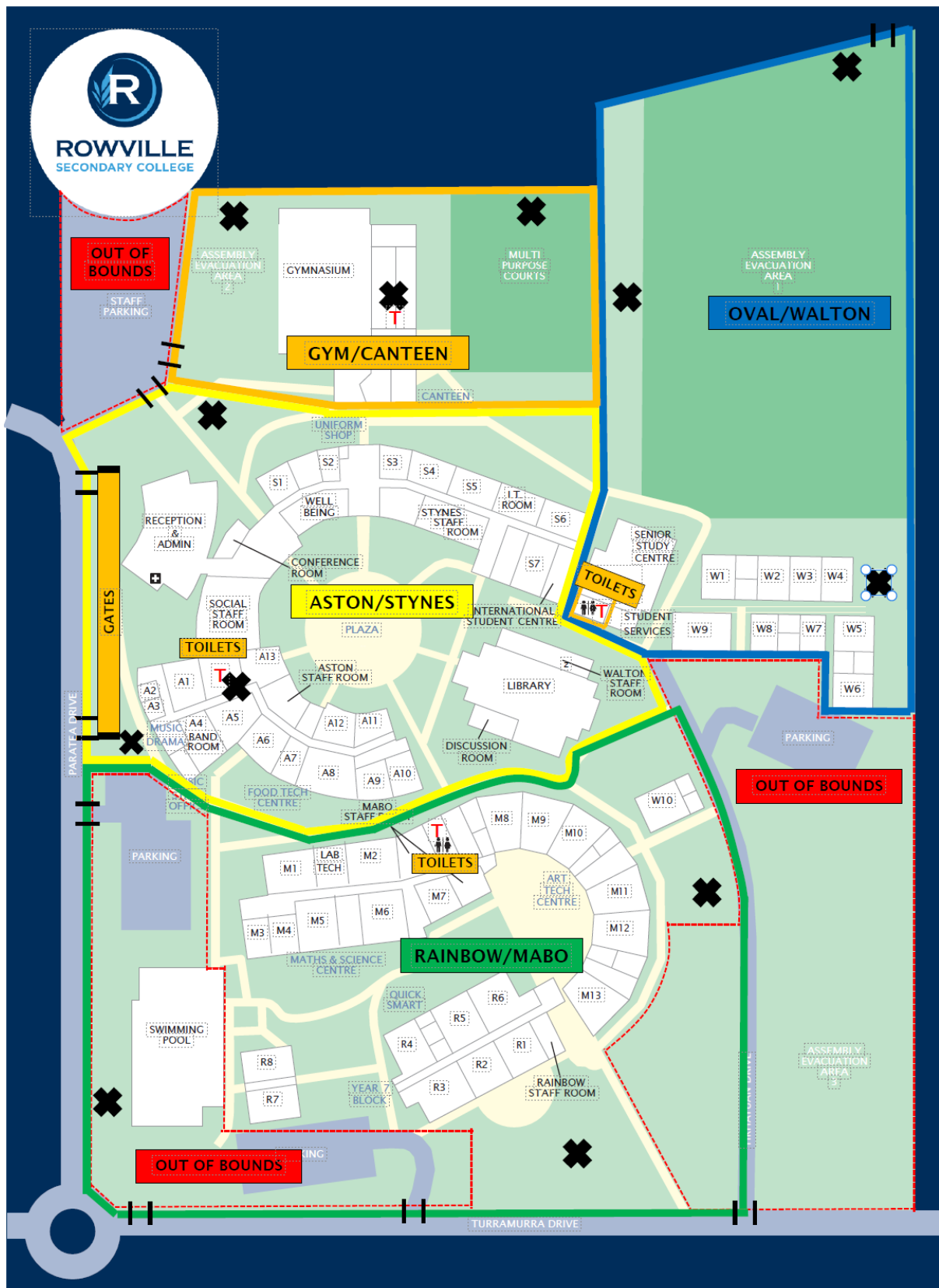
In all circumstances where toilets are unavailable, students should be primarily directed toward the nearest alternate toilet block, or secondly to the general administration building.

**ROWVILLE SECONDARY COLLEGE - EASTERN CAMPUS**

### East campus duty area specific instructions

Areas	Instructions
Wentworth Ave Gate PAC (after school only)	Stand on the footpath at the gate directly behind the PAC (where the path from the PAC entrance leads up to) and ensure students use the crossing to cross the road. Additionally, monitor student behaviour at and around the bus stops, particular the residential side of Wentworth Ave
Wentworth Ave Gate Rainbow (after school only)	Stand on the footpath at the gate directly behind the PAC (where the path from the PAC entrance leads up to) and ensure students use the crossing to cross the road.
Buses	Stationed close to the front gate, monitor students not putting themselves in danger.
Café In	Stationed inside, monitor the two windows inside the café. The large window is utilised by Year 11 and 12 students only.
Café Out	Stationed next to the line out on the deck. Monitor student behaviour between Lunch Order Pick Ups and the Year 9/10 student line.
Café Perimeter	Ensure the route includes walking behind the precinct and moving on students who are out of bounds alongside Burchall Cres.  Also check toilets inside the foyer of Court 4 at least once.
Outdoor Courts	The out of bounds line is marked by the start of the hill / line of trees. All students should be visible from the courts. Remind students not to interact with Park Ridge Primary students on the fence line.
PAC/Arts	Ensure to check the area directly behind the PAC foyer.
Plaza/Entrance	Ensure you check the Stynes and Walton toilets once or twice each yard duty. Ensure that you enter the library.
Rainbow/Music	The year 7 locker bay, and up on the hill between the locker bay and old Bus Shed. Rubbish an issue in this area.
Junior School Toilets	Teachers to allow ONLY the number of students as there are cubicles at any one time. E.g. Four cubicles = 4 students in the facility at any one time. Teachers will have the capacity to lock toilets should the situation become unmanageable. Students will then be directed to the front office toilet.  <i>NOTE: There will be a key card to lock toilets in every House Office which will be kept on a lanyard with the High Vis Yard Duty vests. Toilet Yard Duty teachers should collect this for their yard duty allocation.</i>
Plaza Toilets	
Floating (before school only)	Remind students to head straight to lockers and place bags, phones, headphones securely in their lockers.  Where possible, time a route that ends when the music starts (8:55am) down in the precinct, to move students off to lockers / learning mentor.





ROWVILLE SECONDARY COLLEGE - WESTERN CAMPUS

### West campus duty area specific instructions

Areas	Instructions
Gates – Music + General Office	Walk between Music entrance gate and General Admin pedestrian gate. Ensure no students exit apart from Year 11 and 12 students who may leave if they have concluded classes for the day or if travelling to the East for classes.
Gym/Canteen	<p>Ensure the front doors to the gym and the side doors beyond the toilets are locked.</p> <p>Monitor the queue to the canteen to ensure there is no inappropriate behaviour.</p> <p>Conduct a sweep through the toilets once or twice each yard duty</p>
Aston/Stynes 1 & 2	Ensure you check the Aston toilets at least once or twice each yard duty.
Oval/Walton 1 & 2	<p># 1 Follow the advice above.</p> <p># 2 Support the person on Gym/Canteen where possible.</p>
Rainbow/Mabo 1 & 2	Ensure you check the Mabo toilets at least once or twice each yard duty.
Aston Toilets	<p>Teachers to allow ONLY the number of students as there are cubicles at any one time. E.g. Four cubicles = 4 students in the facility at any one time. Teachers will have the capacity to lock toilets should the situation become unmanageable. Students will then be directed to the front office toilet.</p> <p><i>NOTE: There will be a key card to lock toilets in every House Office which will be kept on a lanyard with the High Vis Yard Duty vests. Toilet Yard Duty teachers should collect this for their yard duty allocation.</i></p>
Mabo Toilets	
Study Center Toilets	



## **Classroom (class time)**

The classroom teacher is responsible for the supervision of all students in their care during class.

Students should only be permitted to leave the classroom under reasonable circumstances. If students are permitted to leave the classroom, appropriate procedures must be followed. The following include some examples of reasonable circumstances and the required procedures;

- Student wanting to access toilet during class – Staff member to log a Toilet chronicle entry for student noting the time as they leave and return to class.
- First Aid access – students should be sent to first aid / front office accompanied by one other student, who immediately returns to class
- Early Leavers – students being picked up early from class, or have a requirement to leave class early, must have pre-arranged consent
- If students are leaving class to conduct any class related project work, they must be supervised by the classroom teacher, who wherever possible, must maintain a direct line of sight over all students

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.

## **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. 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.

### **5. Further Information and Resources**

School Policy and Advisory Guide:

- [Supervision](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)