



# Princes Hill Secondary College

## Yard Duty and Supervision Policy

## Purpose

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

## Scope

This policy applies to all teaching and non-teaching staff at Princes Hill 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

Princes Hill Secondary College grounds are supervised by school staff from 8:30am until 3:30pm. Outside of these hours, school staff will not be available to supervise students. From time-to-time, students may be required to remain at school outside these hours to undertake assessment tasks, other school events (e.g. music rehearsals, sports training, clubs, etc), or an after-school detention/community service. In such circumstances, students will be supervised by a staff member.

The following areas have different supervision hours to accommodate specific student needs:

- **The Library:** Regular open hours are from 8:15am until 4:00pm daily. Library staff will supervise students in the library during this time.
- **The Music Department:** Supervision is provided between 7:30am and 4:30pm based on specific daily requirements to accommodate rehearsals, instrumental lessons, and storeroom access. This schedule is revised regularly throughout each school year and advertised to the school community via physical posters, Compass, and the [school website](#).

- **The VCE Study Hub:** Accessible to Senior School students with minimal supervision provided from 8:15am until 4:30pm daily.

Students waiting for parents/carers after school are encouraged to wait under cover or on the seats immediately outside front reception.

## Yard duty

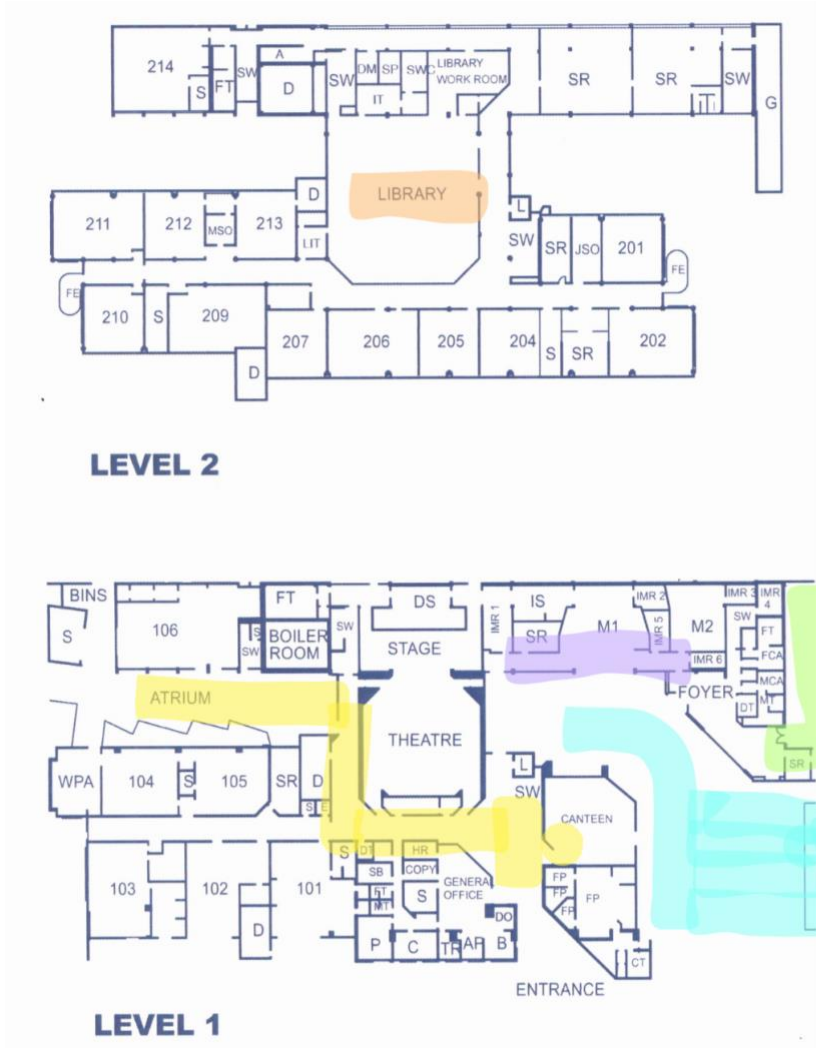
All staff at Princes Hill Secondary College are expected to assist with yard duty supervision and will be included in the fortnightly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Princes Hill Secondary College staff are allocated regular, specific designated areas. Coverage for absences is done through our Daily Organisation system and staff are informed via our Daily Bulletin and through their Compass Schedule.

### Yard Duty Zones

The designated yard duty areas for our school as of Term 3 2025 are:

Area	Information
<b>First Floor Patrol</b>	This includes the main entry, canteen, central stairwell, locker corridors, and the atrium. Patrol these zones to ensure students are not lingering or eating in the corridors and are behaving appropriately. The main stairwell is a primary focus.
<b>Basketball Court</b>	This includes patrolling the basketball court, music/canteen courtyard, and general street areas to monitor student behaviour.
<b>Gym</b> <i>(Lunchtime only)</i>	Supervise students playing games in the gym, monitoring student numbers and behaviour. Students are not permitted to take food or drink (other than water) into the Gym.
<b>Library</b>	Monitor student numbers and behaviour. No bags are allowed in the library.
<b>Music Department</b> <i>(First Half Lunch only)</i>	This duty is predominately allocated to music staff to supervise student rehearsals, practice, and lunchtime concerts. Ensemble Leaders will maintain responsibility and supervision requirements for scheduled ensemble rehearsals.
<b>Princes Park</b> <i>(Zones 1, 2, &amp; 3)</i>	All staff to be mindful of their specific zone as well as the collection, handover, and/or return of the relevant <b>First Aid Kit</b> . Monitor student behaviour. Ask students to collect rubbish. <b>Zone 3 note:</b> The tables, seating, and tree area around the playground and the fence of the tennis courts are 'out of bounds'. Access to the oval is via the footpath.



- ### Areas
- First Floor Patrol
  - Basketball Court
  - Gym
  - Library
  - Music Department



**Additional Notes**

- We have three duty periods based on the following times:
  - **Recess:** 10:20am - 10:40am
  - **Lunch - First Half:** 12:30pm - 12:55pm
  - **Lunch - Second Half:** 12:55pm - 1:20pm
- Our Middle School and Senior School Offices are allocated duties to assist in providing face-to-face access for students outside of class time.

**Yard Duty Equipment**

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are located at Reception and in most Staff Rooms across the school
- Always carry a yard duty first aid bag during supervision. Yard duty first aid bags are stored at Reception.

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:

- Read the provided information for the relevant yard duty area and implement as required
- Methodically move around the designated area and specified zones to ensure 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 relevant [school policies](#)
- 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 (from Lunch **First Half** to **Second Half**), 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 or an Assistant Principal 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 their allocated time, they should contact an Assistant Principal but should not leave the designated area until a 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 send a message to Reception 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 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

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 [Excursions Policy](#).

## Digital devices and virtual classroom

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

Princes Hill 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 Library, VCE Study Hub, or by individual arrangement.

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 in accordance with our [Student Wellbeing and Engagement Policy](#).

## 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 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

Where Senior School students have no formally scheduled classes during their regular school day, it is recommended they utilise the VCE Study Hub which is supervised by a member of the Senior Sub-School Team.

Students in Years 11 and 12 aged 16 and older require consent from their parents/carers to leave school grounds during the school day. This is managed and recorded on Compass.

## 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 annually in our school newsletter

## Related policies and resources

- [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	September 2025
Approved by	Principal
Next scheduled review date	September 2029