
Yard Duty and Supervision Policy

PURPOSE

The purpose of this policy is to explain to staff Blackburn High School'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.

OBJECTIVE

To ensure that school staff understand their supervision and yard duty responsibilities to ensure students are supervised before school, at recess and at lunch times.

SCOPE

Blackburn High School has 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 Blackburn High School, including education support staff, casual relief teachers and visiting teachers.

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

POLICY

Blackburn High School's grounds are supervised by school staff from 8:20am until 3:15pm. Outside of these hours, only students involved in school approved activities will be supervised.

Appendix A – Yard Duty Areas and Responsibilities

Appendix B – Yard Duty Map

Allocation of Yard duty

Classroom teaching staff at Blackburn High School are expected to assist with yard duty supervision and will be included in the fortnightly roster. The Assistant Principal and Timetabler are responsible for preparing and communicating the yard duty roster on a regular basis as staffing and conditions change. For example: increased enrolment, timetable changes and building programs or health and safety issues that require areas to be designated as 'out of bounds'. The creation of each yard duty roster is guided by the Victorian Government Schools Agreement and the equitable distribution of duties across all teachers.

Additional Notes on Yard Duty

- School staff must wear the provided safety/ hi-vis vest whilst on yard duty.
- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.
 - If a next duty teacher does not arrive for yard duty, the teacher currently on duty should contact the Front Office and not leave the designated area until a relieving teacher has arrived.
- 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 Front Office 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.

revision of Blackburn High School’s Yard Duty and Supervision Policy.

Classroom Supervision

The classroom teacher is responsible for the supervision of all students in their care during class. If a student is asked to leave the classroom, the classroom teacher must contact the House Office for an available teacher to supervise the student. If there are no teachers available, the classroom teacher should contact the Front Office. If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the nearest House Office or the Front Office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Date implemented	August 2021
Author	DET
Approval Authority	
Principal:	 Date: 6/10/21
School Council President:	 Date: 17/9/21
Review Date	August 2023
References	Victorian Government Schools Advisory Guide

School activities, camps and excursions including activities onsite outside of regular school hours

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. Appropriate supervision includes ensuring that a suitably qualified staff member with first aid training is onsite and that the medical and health issues of students involved in approved activities are known to the primary supervisors – as is the case with any external activity.

REVIEW CYCLE

This policy was last updated on 22 June 2021 and is scheduled for review annually in term 1. Each year’s yard duty roster is presented to the school’s Agreement Implementation Committee (AIC) as part of the confirmation of allotments in line with the VGSA. This policy will also be updated if significant changes are made to school grounds that require a

Yard Duty 2021: Areas and Responsibilities



Blackburn High School prides itself on maintaining a calm, safe and orderly learning environment. Each Yard Duty area has its own specific responsibilities. The following table outlines the times, responsibilities and handover points for each of the 12 Yard Duty areas.

Each teacher should:

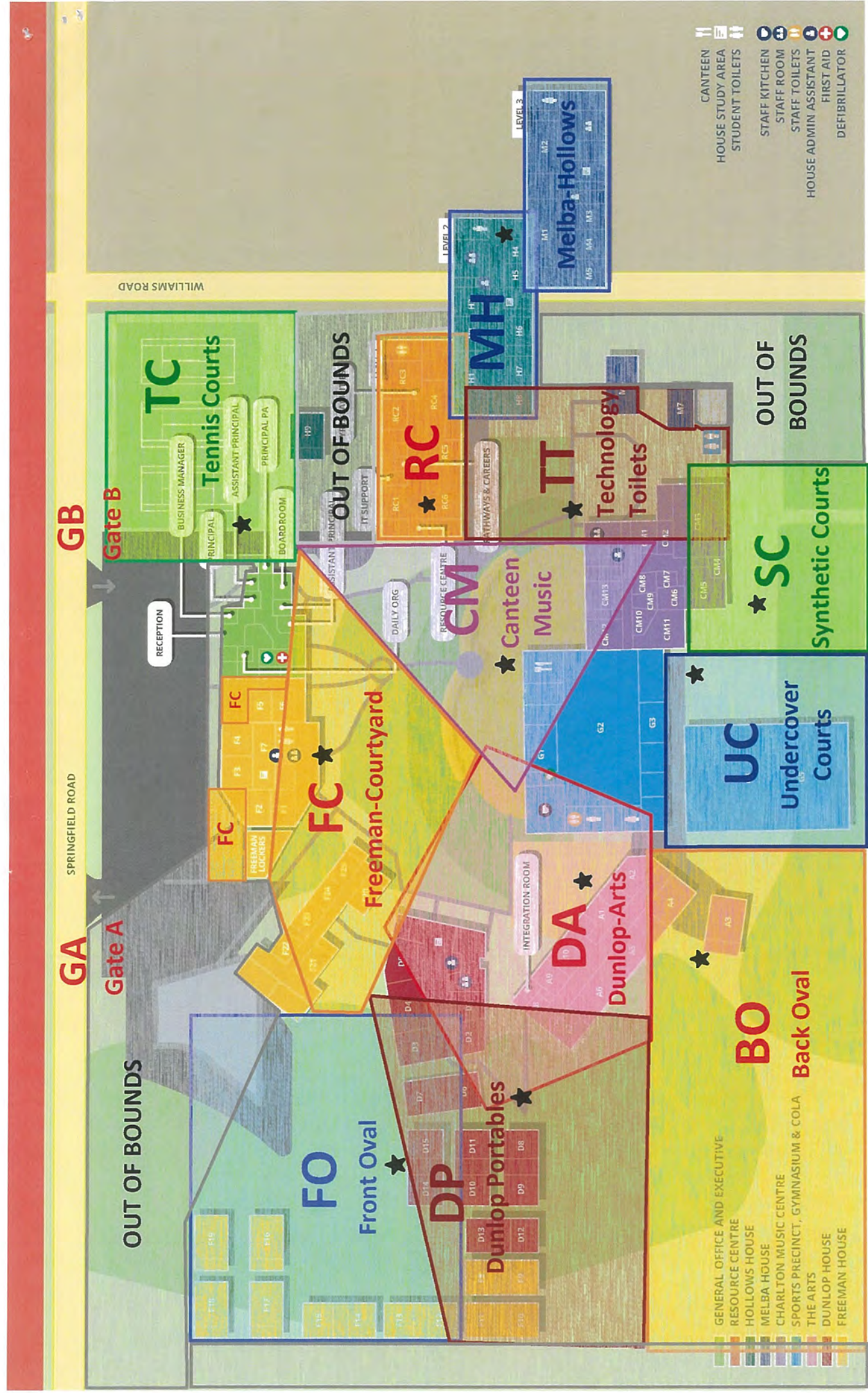
- wear a high visibility vest on yard duty
- know when and where the hand over point is for the middle of lunch time
- take your student conduct booklet with you and a pen – to log any uniform, chewing gum and out of bounds breaches
- it is strongly suggested that you carry your mobile phone, just in case

High visibility vests are located in each of the teacher staffrooms throughout the School. Please ensure you return yours to the location you borrowed it from.

	Recess: 10:15am – 10:35am	Lunch 1: 1:05 pm – 1:35 pm	Lunch 2: 1:36 pm – 2:05 pm
Tennis Courts (TC): Tennis Courts and adjacent through fairs Wet weather: move students on, assist with internal supervision in Melba Hollows (MH) Do not open courts on wet weather days.	<ul style="list-style-type: none"> • Ensure tennis courts are unlocked • Active patrol of all areas • Monitor students and insist rubbish is put in bins – model this behaviour particularly in the El Fresco area • <i>No food or drinks are permitted on the courts</i> Lock Tennis Courts at end of duty	<ul style="list-style-type: none"> • Ensure tennis courts are unlocked • Active patrol of all areas • Monitor students and insist rubbish is put in bins – model this behaviour, particularly on the courts themselves • <i>No food or drinks are permitted on the courts</i> 	<ul style="list-style-type: none"> • Active patrol of all areas • Monitor students and insist rubbish is put in bins – model this behaviour, particularly on the courts themselves • <i>No food or drinks are permitted on the courts</i> Lock Tennis Courts at end of duty
Yard duty change over point is the entrance to the Tennis Courts			
Resource Centre (RC): Includes the entire lower level of the RC Wet weather: RC open to all students	<ul style="list-style-type: none"> • Active patrol of all areas • Check Year 12 kitchenette regularly and ensure students are not in back corridors • Monitor study areas and ensure no students have food or drink in the RC 	<ul style="list-style-type: none"> • Active patrol of all areas • Check Year 12 kitchenette regularly and ensure students are not in back corridors • Monitor study areas and ensure no students have food or drink in the RC 	<ul style="list-style-type: none"> • Active patrol of all areas • Check Year 12 kitchenette regularly and ensure students are not in back corridors • Monitor study areas and ensure no students have food or drink in the RC
Yard duty change over point is the entrance to the RC			
Melba Hollows (MH): Level 2 and 3 above the Resource Centre. Wet weather*: Open H2, H5 and H6. Open M4 and M5.	<ul style="list-style-type: none"> • Active patrol of all areas • No eating or drinking in the building • Ensure all classrooms are locked • Regularly check on each House Study Area, including H3 and M3– clean and orderly – no food and drink • Insist students put rubbish in bins, lock their lockers properly • Tops of lockers should be clean and clear • No students should be inside at recess 	<ul style="list-style-type: none"> • Active patrol of all areas • No eating or drinking in the building • Ensure all classrooms are locked • Regularly check on each House Study Area, including H3 and M3– clean and orderly – no food and drink • Insist students put rubbish in bins, lock their lockers properly • Tops of lockers should be clean and clear • No students should be inside at lunch 	<ul style="list-style-type: none"> • Active patrol of all areas • No eating or drinking in the building • Ensure all classrooms are locked • Regularly check on each House Study Area, including H3 and M3– clean and orderly – no food and drink • Insist students put rubbish in bins, lock their lockers properly • Tops of lockers should be clean and clear • No students should be inside at lunch
Yard duty change over point is outside the boys toilets on the Hollows Level			
Technology and Toilet Portables (TT) Outside and around M6, M7 and the toilet portables. Wet weather: move inside to support Melba Hollows (MH)	<ul style="list-style-type: none"> • Active patrol of all areas • Insist that students put rubbish in bins, model this behaviour • Ensure students have not moved in to the out of bounds areas behind the portables or Resource Centre. Report repeat offenders on Xuno • Regularly check toilets and listen out for destructive behaviour 	<ul style="list-style-type: none"> • Active patrol of all areas • Insist that students put rubbish in bins, model this behaviour • Ensure students have not moved in to the out of bounds areas behind the portables or Resource Centre. Report repeat offenders on Xuno • Regularly check toilets and listen out for destructive behaviour 	<ul style="list-style-type: none"> • Active patrol of all areas • Insist that students put rubbish in bins, model this behaviour • Ensure students have not moved in to the out of bounds areas behind the portables or Resource Centre. Report repeat offenders on Xuno • Regularly check toilets and listen out for destructive behaviour
Yard duty change over point is the gate on the northeast corner of the Music Centre			
Canteen Music (CM) Includes the Canteen, Music Courtyard, front of the Resource Centre and amphitheater Wet weather: move students indoors and periodically assist with supervision of Undercover Courts.	<ul style="list-style-type: none"> • Active patrol of all areas • Insist that students put rubbish in bins, model this behaviour • Encourage students to line-up in an orderly and safe manner at the canteen • Move students on from the locker area between the gym and Music Centre 	<ul style="list-style-type: none"> • Active patrol of all areas • Insist that students put rubbish in bins, model this behaviour • Encourage students to line-up in an orderly and safe manner at the canteen • Move students on from the locker area between the gym and Music Centre 	<ul style="list-style-type: none"> • Active patrol of all areas • Insist that students put rubbish in bins, model this behaviour • Encourage students to line-up in an orderly and safe manner at the canteen • Move students on from the locker area between the gym and Music Centre
Yard duty change over point is the front of the Canteen			
Synthetic Courts (SC) Back of Music Centre, Synthetic Courts and outside toilet portables Wet weather: move students on to the Undercover Courts and assist in supervising that area. Do not open courts on wet weather days.	<ul style="list-style-type: none"> • Ensure courts are unlocked • Active patrol of all areas including regular checking in on the area leading to the toilet portables • Insist that students put rubbish in bins – model this behaviour, particularly on the courts themselves • <i>No food or drinks are permitted on the courts</i> Lock Synthetic Courts at end of duty	<ul style="list-style-type: none"> • Ensure courts are unlocked • Active patrol of all areas including regular checking in on the area leading to the toilet portables • Insist that students put rubbish in bins – model this behaviour, particularly on the courts themselves • <i>No food or drinks are permitted on the courts</i> 	<ul style="list-style-type: none"> • Active patrol of all areas including regular checking in on the area leading to the toilet portables • Insist that students put rubbish in bins – model this behaviour, particularly on the courts themselves • <i>No food or drinks are permitted on the courts</i> Lock Synthetic Courts at end of duty
Yard duty change over point is the entrance to the courts			
Undercover Courts (UC) Includes the entire undercover from the back wall of the gym to the fence Wet weather: supervision as required, supported by the Synthetic Courts YD	<ul style="list-style-type: none"> • Active patrol of all areas from the back wall of the gym through to the end of the courts and back fence • Insist that students put rubbish in bins – model this behaviour, particularly on the courts themselves • <i>No food and drink on the courts themselves</i> 	<ul style="list-style-type: none"> • Active patrol of all areas from the back wall of the gym through to the end of the courts and back fence • Insist that students put rubbish in bins – model this behaviour, particularly on the courts themselves • <i>No food and drink on the courts themselves</i> 	<ul style="list-style-type: none"> • Active patrol of all areas from the back wall of the gym through to the end of the courts and back fence • Insist that students put rubbish in bins – model this behaviour, particularly on the courts themselves • <i>No food and drink on the courts themselves</i>
Yard duty change over point is the top northeast corner of the area			

Yard Duty 2021: Areas and Responsibilities

<p>Back Oval (BO) Includes the entire back oval and back of Arts Building Wet weather: move students on to the Undercover Courts inside Dunlop. Support supervision in Dunlop.</p>	<ul style="list-style-type: none"> Active patrol of all areas from the back wall of the Arts Building and the fence along the UCs through to the end of the oval and the embankments in the south east corner of the school <ul style="list-style-type: none"> Far edges of the ovals are out of bounds, students should be moved to the near side. Students should be using the ovals for sport. Insist that students put rubbish in bins – model this behaviour as you walk around 	<ul style="list-style-type: none"> Active patrol of all areas from the back wall of the Arts Building and the fence along the UCs through to the end of the oval and the embankments in the south east corner of the school <ul style="list-style-type: none"> Far edges of the ovals are out of bounds, students should be moved to the near side. Students should be using the ovals for sport. Insist that students put rubbish in bins – model this behaviour as you walk around 	<ul style="list-style-type: none"> Active patrol of all areas from the back wall of the Arts Building and the fence along the UCs through to the end of the oval and the embankments in the south east corner of the school <ul style="list-style-type: none"> Far edges of the ovals are out of bounds, students should be moved to the near side. Students should be using the ovals for sport. Insist that students put rubbish in bins – model this behaviour as you walk around
Yard duty change over point is the corner of A3 (Ceramics Room)			
<p>Dunlop - Arts (DA) Includes the Arts Building (Dunlop lockers), Gym toilets, Dunlop student study area and the south west of the courtyard Wet weather: move students inside and supervise Dunlop Building – open D1 through D4 <i>*All portables remained locked</i></p>	<ul style="list-style-type: none"> Active patrol of all areas No eating or drinking in the building Ensure all classrooms are locked Regularly check on House Study Area, clean and orderly – no food and drink Insist students put rubbish in bins, lock their lockers properly Tops of lockers should be clean and clear No students should be inside at recess 	<ul style="list-style-type: none"> Active patrol of all areas No eating or drinking in the building Ensure all classrooms are locked Regularly check on House Study Area, clean and orderly – no food and drink Insist students put rubbish in bins, lock their lockers properly Tops of lockers should be clean and clear No students should be inside at lunch time 	<ul style="list-style-type: none"> Active patrol of all areas No eating or drinking in the building. Ensure all classrooms are locked Regularly check on House Study Area, clean and orderly – no food and drink Insist students put rubbish in bins, lock their lockers properly Tops of lockers should be clean and clear No students should be inside at lunch time
Yard duty change over point is the front entrance to the Arts Building			
<p>Dunlop Portables (DP) Includes the end of the Dunlop Building, D7 – D15 and F8 – F12 and the grassed area to the south of the portables Wet weather: move students inside and supervise Dunlop Building – open D1 through D4 <i>*All portables remain locked</i></p>	<ul style="list-style-type: none"> Active patrol of all areas No eating or drinking in the building Ensure all classrooms are locked No students should be inside at recess Insist students put rubbish in bins, model this behaviour as you walk around Ensure you regularly walk behind the Dunlop portables and check the out of bounds spaces 	<ul style="list-style-type: none"> Active patrol of all areas No eating or drinking in the building Ensure all classrooms are locked No students should be inside at recess Insist students put rubbish in bins, model this behaviour as you walk around Ensure you regularly walk behind the Dunlop portables and check the out of bounds spaces 	<ul style="list-style-type: none"> Active patrol of all areas No eating or drinking in the building Ensure all classrooms are locked No students should be inside at recess Insist students put rubbish in bins, model this behaviour as you walk around Ensure you regularly walk behind the Dunlop portables and check the out of bounds spaces
Yard duty change over point is the entrance to D8 and D11			
<p>Front Oval (FO) Includes D14 and D15, F12 – F19 and the grassed and paved areas to the back of Old Freeman Wet weather: move students inside and supervise Freeman Building – open F1 through F6 <i>*All portables and Old Freeman remain locked</i></p>	<ul style="list-style-type: none"> Active patrol of all areas No eating or drinking in the building Ensure all classrooms are locked No students should be inside at recess Insist students put rubbish in bins, model this behaviour as you walk around Ensure you regularly walk behind the Freeman portables and check the out of bounds spaces Ensure ball games are far from windows – soccer and football games go to Back Oval 	<ul style="list-style-type: none"> Active patrol of all areas No eating or drinking in the building Ensure all classrooms are locked No students should be inside at recess Insist students put rubbish in bins, model this behaviour as you walk around Ensure you regularly walk behind the Freeman portables and check the out of bounds spaces Ensure ball games are far from windows – soccer and football games go to Back Oval 	<ul style="list-style-type: none"> Active patrol of all areas No eating or drinking in the building Ensure all classrooms are locked No students should be inside at recess Insist students put rubbish in bins, model this behaviour as you walk around Ensure you regularly walk behind the Freeman portables and check the out of bounds spaces Ensure ball games are far from windows – soccer and football games go to Back Oval
Yard duty change over point is outside D14 and D15			
<p>Freeman – Courtyard (FC) Includes Old and New Freeman locker areas, toilets and northern section of central courtyard Wet weather: move students inside and supervise Freeman Building – open F1 through F6 <i>*All portables and Old Freeman remain locked</i></p>	<ul style="list-style-type: none"> Active patrol of all areas – including the toilets and the two small spaces at the front of Freeman No eating or drinking in the building Ensure all classrooms are locked Regularly check on House Study Area, clean and orderly – no food and drink Insist students put rubbish in bins, lock their lockers properly Tops of lockers should be clean and clear No students should be inside at recess 	<ul style="list-style-type: none"> Active patrol of all areas – including the toilets and the two small spaces at the front of Freeman No eating or drinking in the building Ensure all classrooms are locked Regularly check on House Study Area, clean and orderly – no food and drink Insist students put rubbish in bins, lock their lockers properly Tops of lockers should be clean and clear No students should be inside at lunch time 	<ul style="list-style-type: none"> Active patrol of all areas – including the toilets and the two small spaces at the front of Freeman No eating or drinking in the building Ensure all classrooms are locked Regularly check on House Study Area, clean and orderly – no food and drink Insist students put rubbish in bins, lock their lockers properly Tops of lockers should be clean and clear No students should be inside at lunch time
Yard duty change over point is entrance to the Freeman Building			
Before School: 8:20 am – 8:40 am			
<p>Gate A</p>	<ul style="list-style-type: none"> Greet students as they arrive Ask students to remove any items not part of the school uniform – remind them of the expectations Students out of uniform should be referred to their Mentor Teacher. Ask them their names, record and follow-up as per the school's processes 	<p><i>All teachers play a role in passive and active supervision of students each morning as they move through the school. This is particularly the case when moving through locker areas within the school.</i></p> <p><i>Teachers contribute to a safe and orderly learning environment through modelling and reinforcing the school's values of respect and citizenship. This includes how student wear the uniform and look after school spaces.</i></p> <p><i>House Leaders and Assistant Leaders, along-side Mentor Teachers play an even greater role in reinforcing expectations through deliberate and respectful conversations with students and ensuring all school processes are followed to reinforce these expectations.</i></p>	
<p>Gate B</p>	<ul style="list-style-type: none"> Greet students as they arrive Ask students to remove any items not part of the school uniform – remind them of the expectations Students out of uniform should be referred to their Mentor Teacher. Ask them their names, record and follow-up as per the school's processes 		
<p>Freeman (Central) Courtyard</p>	<ul style="list-style-type: none"> Greet students as they arrive Active patrol of the central courtyard which in the mornings encompasses the front of the Resource Centre and bike-rack Insist that students put rubbish in bins – model this behaviour Reinforce uniform expectations and record and follow-up any students out of uniform 		



- CANTENEN
- HOUSE STUDY AREA
- STUDENT TOILETS
- STAFF KITCHEN
- STAFF ROOM
- STAFF TOILETS
- HOUSE ADMIN ASSISTANT
- FIRST AID
- DEFIBRILLATOR

- GENERAL OFFICE AND EXECUTIVE
- RESOURCE CENTRE
- HOLLOWES HOUSE
- MELBA HOUSE
- CHARLTON MUSIC CENTRE
- SPORTS PRECINCT, GYMNASIUM & COLA
- THE ARTS
- DUNLOP HOUSE
- FREEMAN HOUSE

School Map – Yard Duty and Out of Bounds Areas