
Supervision and Yard Duty 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 Blackburn High School, 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.

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.

Additional Documents: Yard Duty Responsibilities and 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.

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.

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.

Staff will follow procedures from the Camps and Excursions 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 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](#)

Independent Study

Year 11 and Year 12 Students who have Study Periods are required to spend this time within the Resource Centre. Students will not be permitted to leave school grounds during these sessions.

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.

REVIEW CYCLE

This policy was last updated in February 2023 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 revision of Blackburn High School’s Yard Duty and Supervision Policy.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website

FURTHER INFORMATION AND RESOURCES

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

Date implemented	February 2025
Author	DET
Approval Authority	
Principal: Joanna Alexander	Date: 25 Feb 2025
Review Date	February 2026
References	Victorian Government Schools Advisory Guide