

## YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact 9717 7500.

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Hazel Glen 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

Hazel Glen College's grounds are supervised by school staff from 8.23am until 3.15pm. Outside of these hours, school staff will not be available to supervise students.

The following areas will be supervised:

#### **Secondary Years - Before School (8.28am to 8.38am)**

- Cookes Road
- Eminence Boulevard Crossing 2
- Middle School

#### **Primary Years - Before School (8.38am to 8.50am)**

- Year 1 to Year 4 Playground
- PY Oval
- Painted Hills Road/Cookes Road Entrance

**After School (2.58pm to 3.15pm)**

- Bus – Admin
- Cookes Road
- Eminence Boulevard Crossing 2
- Eminence Boulevard
- Middle School
- Painted Hills Road/Cookes Road entrance
- Years 1-4 Playground
- Painted Hills Road Bus
- PY Oval

**Recess (10.46am to 11.19am) and Lunch (1.15pm to 2pm)**

- Yrs 1-2 Playground and Cubbies
- PY Portables
- Prep Playground and Library
- PY Oval North
- PY Oval South
- J Block North
- J Block South
- SY Canteen entry
- SY Canteen exit
- SY Oval North
- Sy Oval South
- SY Netball North
- SY Netball South
- PY Portables
- P Block
- SY East Basketball
- SY Basketball West
- STEAM North
- S Block STEAM
- SY Library (lunch time only)
- Q Block Courtyard

Parents and carers are advised that they should not allow their children to attend Hazel Glen College outside of supervision hours. Families are encouraged to contact the College for more information about the before and after school care facilities available to our school community to help ensure child safety outside of supervised hours. Parents and carers can refer to the College website for further information regarding the OSHC program.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

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

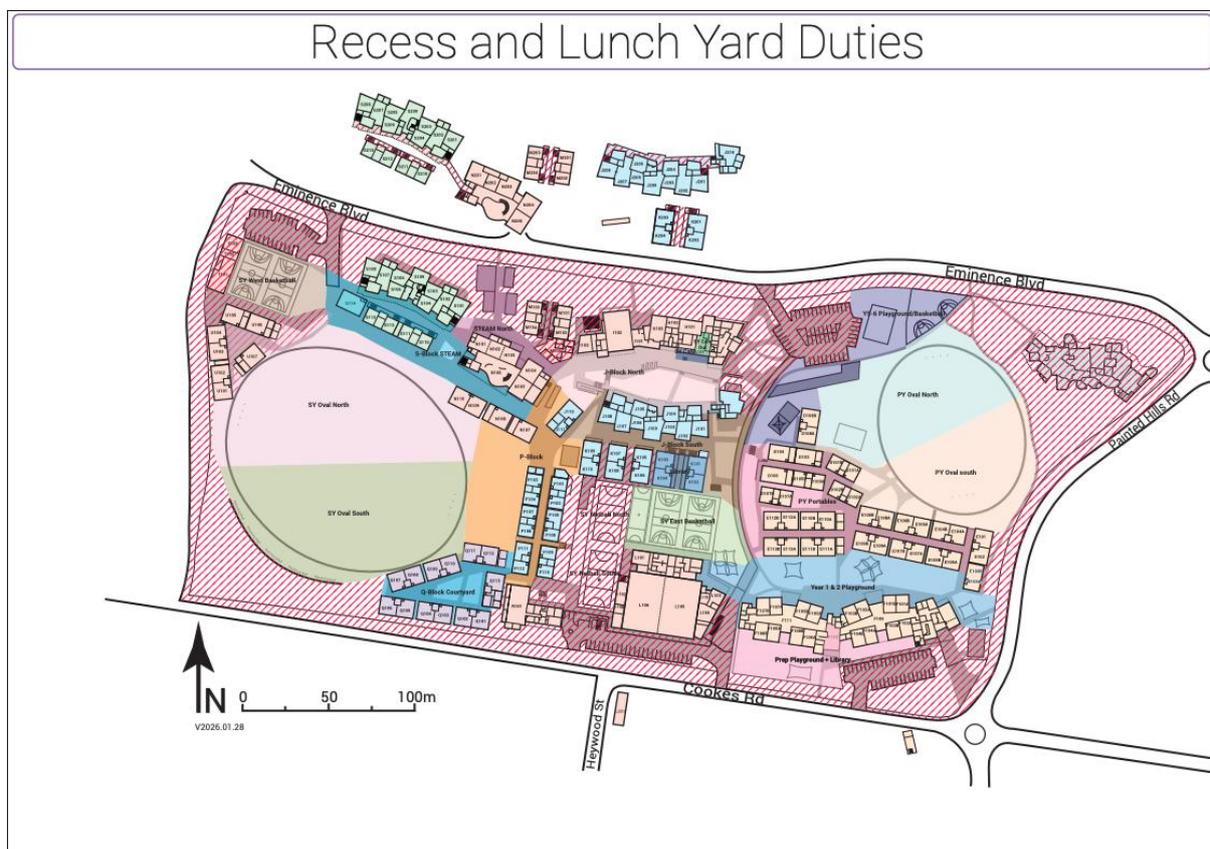
The Assistant Principal - Operations is responsible for preparing and communicating the yard duty roster.

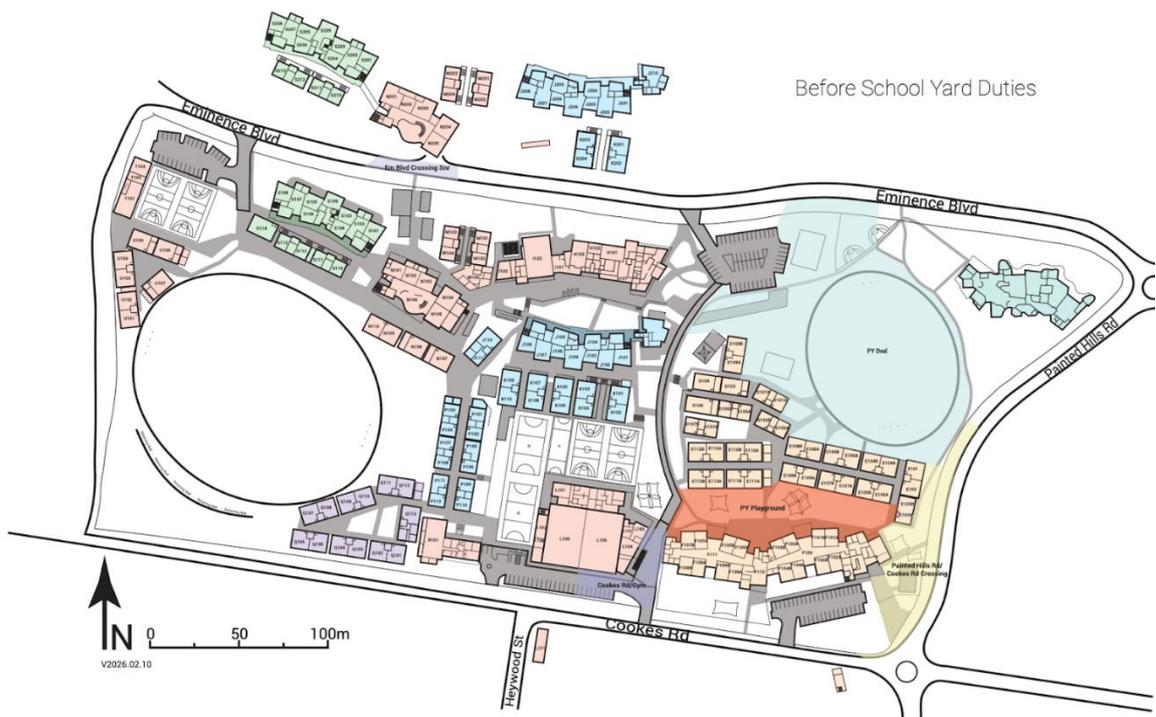
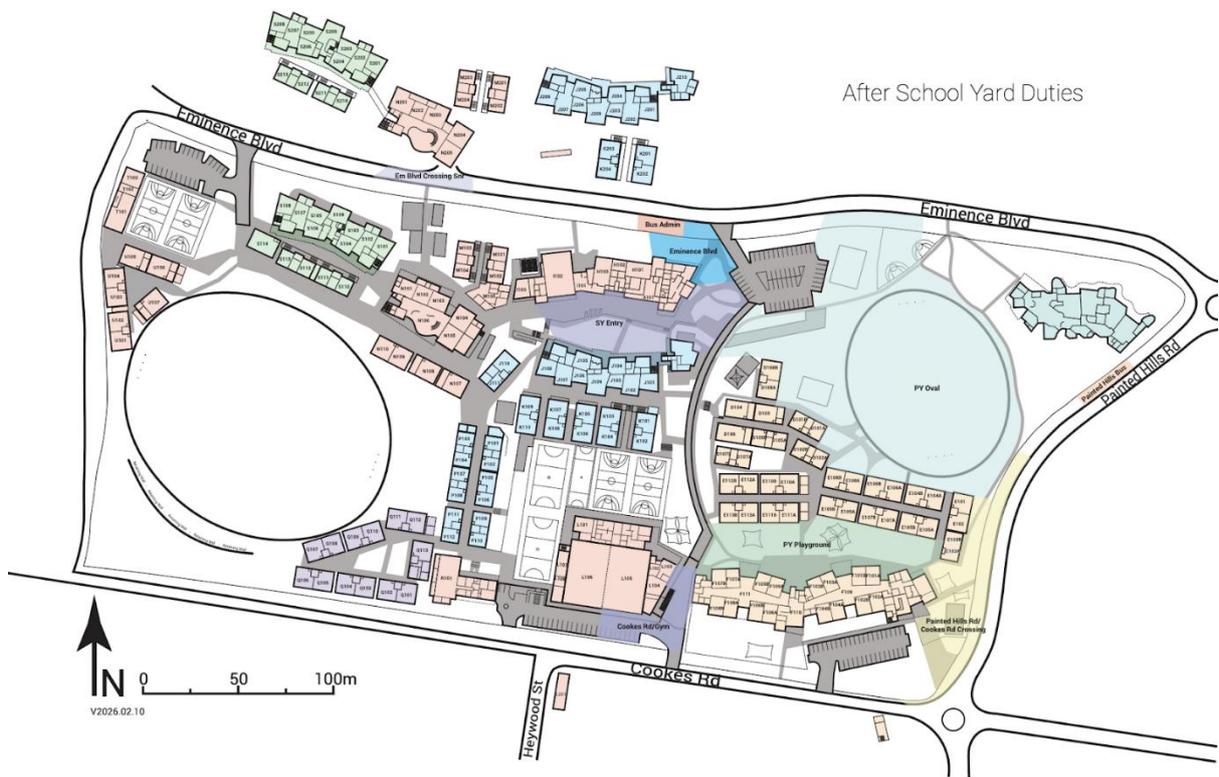
### Students leaving school premises

The principal is responsible for approving any request for a student to leave the school premises, including during recess and lunch time. Students must provide written communication from a parent or carer.

### **Yard duty zones**

The designated yard duty areas for our school as at Term 1, 2026 are (see 3 attached maps)





**Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. This will be provided to you upon employment
- Be familiar with the procedures for health and safety of students, location of first aid

### **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
- 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)
- ensure students remain in their designated year level zones
- 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 the school's Student Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass (students), eduSafe (staff) and notify appropriate leader.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member should provide a brief but adequate verbal 'handover' when required 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 Daily Organiser 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 or a member of the Principal Team 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 a member of Leadership 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

Hazel Glen College follows the department's [Digital Technologies - Responsible Use policy](#) with respect to supervision of students using digital devices.

Hazel Glen College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

### 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

Some Senior students will have one study block. This will be timetabled as a formal 'study hall' where supervision and support will be provided, and attendance will be recorded by the supervisor. Students will not be permitted to leave school grounds during these sessions unless the College's procedure is followed.

### 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
- Made available on the College website

Information for parents and students on supervision before and after school is available on our school website.

## **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](#)

Please find relevant documents and policies below:

<https://www.hgc.vic.edu.au/policies/>

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	23 <sup>rd</sup> March 2026
Approved by	Principal
Next scheduled review date	March 2028

This policy will also be updated if significant changes are made to school grounds that require a revision of Hazel Glen College’s yard duty and supervision arrangements.