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# LALOR SECONDARY COLLEGE

## Yard Duty and Supervision Policy

### 2025-2028

#### AIM

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



## Help for non-English speakers

If you need help to understand the information in this policy please contact the general office on 9463 7300.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Lalor 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.

### Before and after school

Lalor 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.

Before and after school supervision is offered on-site between the 300 and 400 buildings as well as at the Dalton Road & David Street crossings.

Students who may wish to attend school outside of these hours are encouraged to make the necessary arrangements with their supervising teacher.

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
- place the student in an out of school hours care program (if available and the parent consents)

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

Students who wish to attend school outside of these hours are encouraged to attend the library which is open until 4pm on most days, attend the after school homework club or make arrangements for an extra-curricular through a designated staff member.

### Yard duty

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

The Strategic Operations Leader is responsible for preparing and communicating the yard duty roster on a regular basis. At Lalor Secondary College supervising staff will be designated a specific yard duty area to supervise which will appear on their Compass homepage.

## Yard duty zones



### Dry Weather

- Supervise Admin Entry / staff car park – these are out of bounds for students
- Supervise BBQ Area and Grassed Area next to BBQ

### Wet Weather (Announcement over PA)

- Go to Yr12 Rooms, LA building level 2 and supervise Senior Study Centre

#### Yard Duty Times

Recess	10:42 – 11:10am
Lunch 1	1:12 – 1:36pm
Lunch 2	1:36 – 2:00pm

# Area 3

## Central

### Dry Weather

- 300s rooms and corridors and lock all doors.
- Ensure all rooms are locked
- Supervise yard between 300s and 400s technology wing
- Unlock outside doors in 300's corridor on first bell (or just prior).
- Move students to lockers on the first bell and clear corridors of students by the second bell

### Wet Weather (Announcement over PA)

- Unlock Rooms 301 & 308 (and 302 if needed) for Yr11 students
- Supervise students to keep room clean, tidy and orderly for afternoon classes
- Students who choose to remain indoors must behave in an appropriate manner
- Students will not be permitted to "come and go" throughout the lunch break
- Ensure students who do not observe the rules above will lose the privilege of having lunch indoors
- Students are not to remain in corridors
- Move students to lockers on the first bell and clear students away from their lockers
- Lock the rooms

#### **Yard Duty Times**

Recess	10:42 – 11:10am
Lunch 1	1:12 – 1:36pm
Lunch 2	1:36 – 2:00pm

# Area 5

5 = 500's

## Dry Weather

- Clear 500 rooms and corridors and lock all doors, ensure all rooms are locked.
  - Supervise yard in 500s, in front, between and behind 500 portables
  - Move students to lockers on the first bell

WET WEATHER – Supervise 500's corridors and rooms 507 and 508

## Wet Weather (Announcement over PA)

- Unlock Rooms 509 & 510 for Yr8 students
- Supervise students to keep room clean, tidy and orderly for afternoon classes
- Students who choose to remain indoors must behave in an appropriate manner
- Students will not be permitted to "come and go" throughout the lunch break
- Ensure students who do not observe the rules above will lose the privilege of having lunch indoors
- Students are not to remain in corridors
- Move students to lockers on the first bell and clear students away from their lockers
- Lock the rooms

### **Yard Duty Times**

Recess	10:42 – 11:10am
Lunch 1	1:12 – 1:36pm
Lunch 2	1:36 – 2:00pm

# Area 6

**Under Cover Shelter and basketball courts**

## Dry Weather

- Clear 400 rooms and corridors and lock all external doors.
- Ensure all rooms are locked.
- Supervise Undercover Seating Area
- Supervise Basketball courts
- Ensure areas are left in a clean state and ensure students are using the bins provided
- Ensure students are not sitting on the tables in the undercover area
- Upon the first bell move students away and ensure students assist in clearing mess in cafeteria and undercover area.

## Wet Weather (Announcement over PA)

- Unlock Rooms 119 & 120 for Yr9 students
- Supervise students inside these rooms during wet weather

### **Yard Duty Times**

Recess	10:42 – 11:10am
Lunch 1	1:12 – 1:36pm
Lunch 2	1:36 – 2:00pm

# Area 7

## Canteen

**Area 7 Canteen Junior**

**Area 7 Canteen Senior**

**3 staff supervising students in the canteen**

### Dry Weather

#### Area 7 Canteen

- Once a spot is available, allow a student to approach the window and order food
- Ensure canteen area is left in a clean state
- 2<sup>nd</sup> half senior teacher to also supervise NEW GYM entrance
- Staff member to stand at the top of the steps facing tables under shelter
- Stop students from entering the canteen this way
- Move students to lockers on the first bell and clear students by the second bell
- Ensure canteen area is left in a clean state

#### **Yard Duty Times**

Recess	10:42 – 11:10am
Lunch 1	1:12 – 1:36pm
Lunch 2	1:36 – 2:00pm

Wet Weather (Announcement over PA) – continue to supervise canteen



# Area 8

## Soccer Pitch

### Dry Weather

- Supervise south western yard area including shaded area near synthetic courts
- Supervise David Street area
- School fence line (perimeter) is out of bounds. Move students if necessary
- Supervise new court area and ensure students are wearing correct footwear and not eating or drinking on new area
- Ensure that only students engaged in recreational activity are in the area
- Move students to lockers on the first bell.

### Dry Weather

- Supervise queues in the cafeteria for VCE students (blue jumpers)
- Please ask students in **Yr7-10 (green jumpers) to LEAVE** and line up at the canteen instead
- Ensure cafeteria area is left in a clean state.
- This yard duty only runs lunch 1

#### Yard Duty Times

Lunch 1	1:12 – 1:36pm

### Wet Weather (Announcement over PA)

#### **WET WEATHER – Supervise cafeteria**

# Area 9

## Innovation & Science Centre LARGE LOOP

### Dry Weather

- Clear students from all Innovation Rooms IC1,IC2,IC3,IC4,IC5,IC6 & IC7) and Science Centre buildings.
- Actively supervise area around and between Innovation and Science Centre
- Upon the first bell move students to lockers.

### Wet Weather (Announcement over PA)

Students are to use the room allocated to their level

- WET WEATHER – Supervise Yr7 students in Innovation Centre rooms IC5 and IC7
- Supervise students to keep room clean, tidy and orderly for afternoon classes
- Students who choose to remain indoors must behave in an appropriate manner
- Ensure students who do not observe the rules above will lose the privilege of having lunch indoors
- Move students to lockers on the first bell and clear students away from their lockers

#### **Yard Duty Times**

Recess	10:42 – 11:10am
Lunch 1	1:12 – 1:36pm
Lunch 2	1:36 – 2:00pm

# Area 10

## Oval

### Dry Weather

- Oval is out of bounds at recess
- School fence line (perimeter) is out of bounds. Move students if necessary
- Supervise oval area including dipped area near northern boundary
- Ensure students are not eating on oval
- Ensure that only students engaged in recreational activity are on oval
- Move students to lockers on the first bell.

### Wet Weather (Announcement over PA)

- Unlock Rooms 117 & 118 for Yr10 students
- Supervise students inside these rooms during wet weather
- Students who choose to remain indoors must behave in an appropriate manner
- Students will not be permitted to "come and go" throughout the lunch break
- Ensure students who do not observe the rules above will lose the privilege of having lunch indoors
- Move students to lockers on the first bell and clear students away from their lockers
- Lock the rooms

#### **Yard Duty Times**

Lunch 1	1:12 – 1:36pm

# Area

## Innovation Centre (Toilets)

### Dry Weather

- Supervise the Innovation Centre (both buildings)
  - Supervise student use of the toilets
  - Move students to lockers on the first bell.
- 
- **WET WEATHER – Supervise Innovation Centre Foyer and Year 7 & 8 Toilets**
  - Students who choose to remain indoors must behave in an appropriate manner
  - Students will not be permitted to "come and go" throughout the lunch break
  - Ensure students who do not observe the rules above will lose the privilege of having lunch indoors
  - Move students to lockers on the first bell and clear students away from their lockers
  - Lock the rooms

#### Yard Duty Times

Recess	10:42 – 11:10am
Lunch 1	1:12 – 1:36pm
Lunch 2	1:36 – 2:00pm

# Area 11

## David St Crossing

### Before School

- Supervise David Street entry/exit area and direct students to use the school crossing
- Check that students riding bicycles are observing road laws & wearing safety helmets
- Ensure that students do not exit the school once they have entered.

### After School

- Supervise David St school gate direct students to use the school crossing. Students must use pedestrian walkway and pedestrian gate when exiting the school. Check that students riding bicycles are observing road laws & wearing safety helmets

#### **Yard Duty Times**

Before School	8:15 – 8:40 am
After School	3:00 – 3:25pm

# Area 12

## Dalton Rd Crossing Crossing & Car Park

### Before School

- Supervise Dalton Rd entry/exit area and direct students to use the school crossing
- Check that students riding bicycles are observing road laws & wearing safety helmets

### After School

- Supervise Dalton Rd school gate direct students to use the school crossing.
- Students must use pedestrian walkway and pedestrian gate when exiting the school. Check that students riding bicycles are observing road laws & wearing safety helmets
- Ensure student do not exit via the staff car park gate. They must use the pedestrian gate gym side of the staff car park

# Middle Precinct

## Dry Weather

- Regularly check Senior School toilets
- Supervise Senior School Precinct
- Ensure area remains clean
- Upon the first bell move students to lockers.

## Wet Weather (Announcement over PA)

- Supervise students to keep room clean, tidy and orderly for afternoon classes

# Area 14

## 500's Second Teacher

### Dry Weather

- Actively supervise area around and between Innovation and 500's
- Upon the first bell move students to lockers and assist in the 400's corridor.

### Wet Weather (Announcement over PA)

Students are to use the room allocated to their level

- WET WEATHER – Supervise Yr8 students in Innovation Centre rooms 509 & 510
- Supervise students to keep room clean, tidy and orderly for afternoon classes
- Students who choose to remain indoors must behave in an appropriate manner
- Ensure students who do not observe the rules above will lose the privilege of having lunch indoors
- Move students to lockers on the first bell and clear students away from their lockers

#### **Yard Duty Times**

Recess	10:42 – 11:10am
Lunch 1	1:12 – 1:36pm
Lunch 2	1:36 – 2:00pm



# Area 8

## Soccer Pitch

### Dry Weather

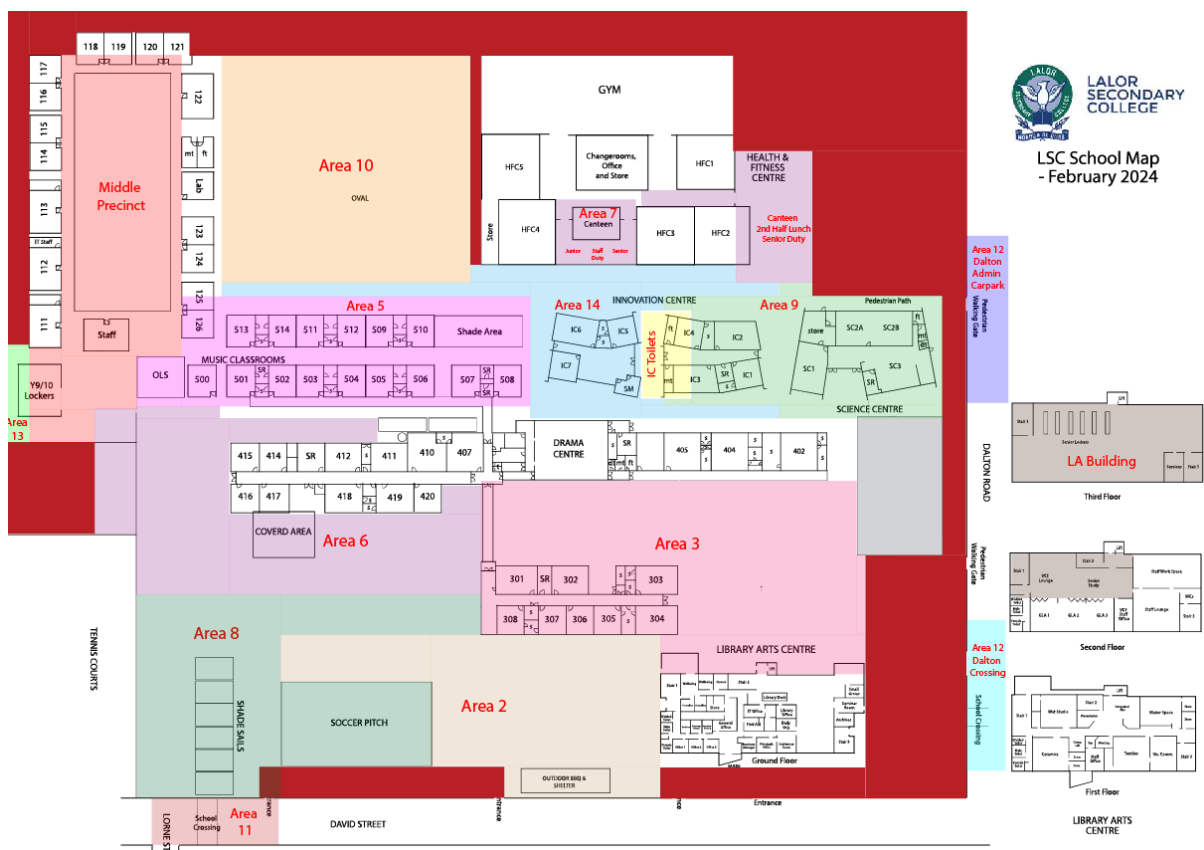
- Supervise south western yard area including shaded area near synthetic courts
- Supervise David Street area
- School fence line (perimeter) is out of bounds. Move students if necessary
- Supervise soccer pitch area and ensure students are not eating or drinking on the soccer pitch
- Ensure that only students engaged in recreational activity are in the area
- Move students to lockers on the first bell.

### Wet Weather (Announcement over PA)

### **WET WEATHER – Supervise Yr11's in rooms 301 & 308**

#### **Yard Duty Times**

Before School	8:15 – 8:40 am
Recess	10:42 – 11:10am
Lunch 1	1:12 – 1:36pm
Lunch 2	1:36 – 2:00pm
After School	3:00 – 3:25pm



## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Spare safety/hi-vis vests will be stored in the 300's staffroom area.
- Be familiar with the yard duty information folder containing student health and safety information stored in the 300's staffroom.
- 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:

- methodically move around the designated zone
- ensure students remain in their designated year level zones if instructed
- 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 Code of Behaviour
- 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 (for example, where the shift is 'split' into 2 consecutive time periods), 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 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 general office 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 Principal class member via the general 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, 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.

### Digital devices and virtual classroom

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

Lalor 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 Teams platform that is used to deliver this mode of learning.

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

- student attendance will be monitored via Compass and absences communicated to parents by the classroom teacher.
- 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 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 12 students will have several study blocks per week depending on their individual programs. This will be timetabled as a formal Senior Study Centre lesson. 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.

### 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 as a reference in our school newsletter annually
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent annually in our school newsletter.

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
  - [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	May 2025
Approved by	Principal
Next scheduled review date	April 2028

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