



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Monterey Secondary College on (03) 9781 7700.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Monterey 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

Monterey Secondary College's grounds are supervised by school staff from 8.50 am until 3.15 pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the D-Building entrance of the school and the pedestrian entrance gates at Nat's track.

Students who wish to attend school outside of these hours will be expected to report to extra-curricular activities or their scheduled after school classes.

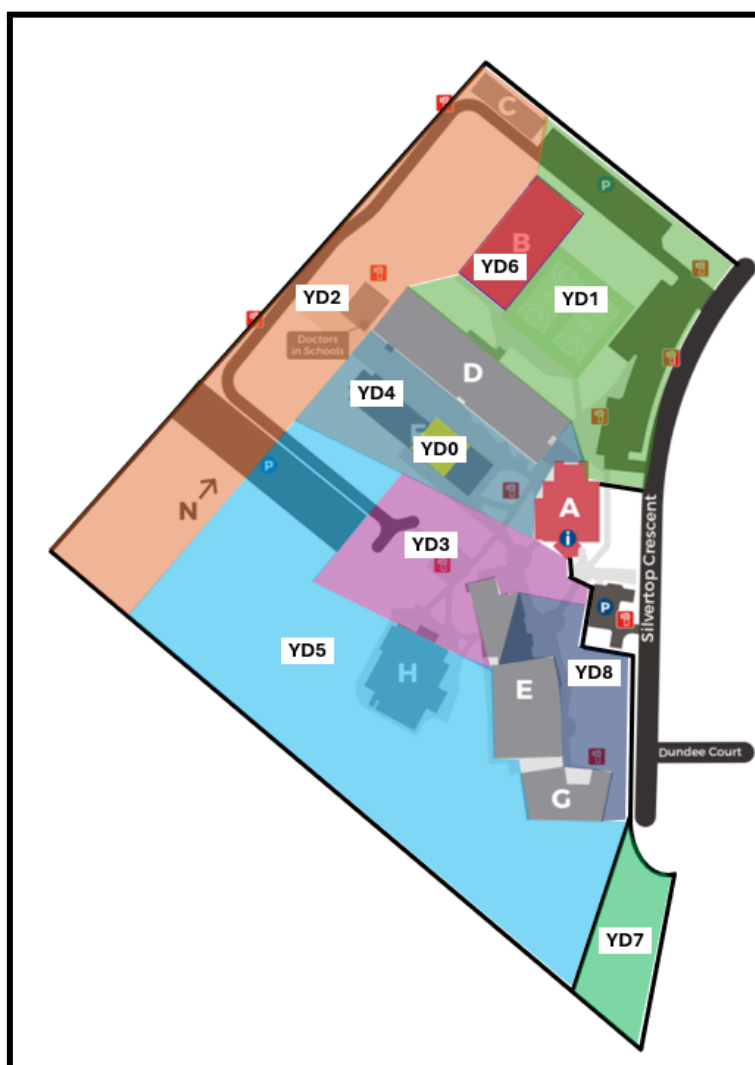
Yard duty

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

The Principal, Daily Organiser or Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Monterey Secondary College, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

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



Zone	Duty/Area
YD0	Active supervision of students inside the Engagement building
YD1	Active supervision of students on the basketball courts and surrounding areas, including behind the gym
YD2	Active supervision of students alongside Nat's Track, from the Fitness Centre to the back trees
YD3	Active supervision of the canteen, when the canteen clears, active supervision of the surrounding area
YD4	Active supervision of students around Building F, including the bathrooms and the garden; reporting to teachers on YD2 or YD3
YD5	Active supervision of students around Building G and around the back of Building E, across the back fence and around Building H
YD6	Active supervision of students inside the basketball stadium and foyer area, clearing the area of students by the end of recess or lunch
YD7	Active supervision of students at Urban Farm when the program runs
YD8	Active supervision of students at lockers in Building E and the grass area between Building E and G and allowing Year 10's access to bathrooms, clearing the area of students when not in use; reporting to teachers on YD3 or YD5

Wet day yard duties (**must** be called over the P/A under direction of leadership)

Zone	Area/Duty
YD0	<i>Active supervision of students inside the Engagement building</i>
YD1	<i>Active supervision of students inside the basketball stadium and foyer area</i>
YD2	<i>Active supervision of students inside Building D (directing students into lunchtime clubs or open space at back of Building D)</i>
YD3	<i>Active supervision of the canteen, when the canteen clears, active supervision of the area</i>
YD4	<i>Active supervision of undercover areas around Building F and Building D, reporting to teacher on YD2</i>
YD5	<i>Active supervision of students in and around Building G, and around Building E</i>
YD6	<i>Active supervision of students inside the basketball stadium and foyer area</i>

YD7	<i>Active supervision of students at Urban Farm when the program runs</i>
YD8	<i>Active supervision of students at lockers in Building E and allowing Year 10's access to bathrooms; reporting to teachers on YD3 or YD5</i>

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.
- have a school or personal phone on them at all times for emergency purposes.

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.
- Engage with students to reinforce positive behaviour, and build relationships.
- move students from out-of-bounds areas as designated on the yard duty map.
- 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. Staff should move frequently, continuously, and unpredictably throughout the area to monitor students.
- 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 Engagement policy](#). Staff must regularly and intentionally observe all students to monitor, prevent, and reinforce behaviour. This includes being attentive to signs of micro-moments and potential issues.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass for student behaviour and Edusafe if a hazard.
- Staff are required to read the school's Extras email and check Compass each morning before Homegroup to see if they are scheduled for a class cover or yard duty.

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 or PCO member on duty 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 or PCO member on duty 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 Webex a message in the General chat, call the schools main office (03) 9781 7700 or speak with the PCO member on duty 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 student requires a bathroom break or needs a Ready to Learn, the supervising teacher will notify Monterey's On Call Roster (OCR) staff via the Department of Education's Webex platform. OCR staff will then assist with supervision outside the classroom.

If a teacher needs to leave the classroom during a lesson, they must first contact the OCR team via the Level 3 Webex platform. The teacher must remain in the classroom until a staff member arrives to provide supervision.

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

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

Monterey 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 by an appropriate staff member, based on their individual needs.

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

- student attendance will be monitored in every class.
- 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

Senior students may have allocated study periods. This will be timetabled as a formal 'study period' where staff supervision will be provided, and attendance will be recorded by the supervising staff member.

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.

Other areas requiring supervision

- On Call Roster staff supervise students during class transitions and when students are out of class for a Ready to Learn or bathroom break.
- Students attending lunchtime clubs, after school sports sessions, or other extracurricular activities are supervised by a staff member.

COMMUNICATION

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

- Available via our school website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- 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.

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	June 2025
Approved by	Bryan Field (Acting Principal)
Next scheduled review date	June 2027

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