

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office.

PURPOSE

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

CONTEXT STATEMENT

Located in the Wyndham growth corridor of Tarneit, Brinbeal Secondary College provides students from the Tarneit community a wide range of diverse and outstanding opportunities in an orderly and inclusive learning environment that promotes and fosters educational attainment and academic excellence for all.

Brinbeal Secondary College is a Supported Inclusion School (SIS). A SIS is a local government school with additional professional capabilities and facilities designed to cater to a higher proportion of students with disability (up to 10%). Students with a disability are provided with enhanced support to receive high-quality, evidence-based educational provision alongside their peers without disability in a safe, accessible and supportive environment.

Brinbeal Secondary College can enrol 2,300 students, including 200 places for students with disability. Consideration has been made for students with additional needs in this policy to enable them to access the playground and external school facilities safely and at the level of their ability.

SCOPE

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

Brinbeal Secondary College's grounds are supervised by school staff from 8:40am until 3:30pm. Outside of these hours, school staff are not available to supervise students. Before and after school, school staff supervise the school Implexa Drive (bike shed entrance), Bethany Rd and Connaught Street entrance of the school.

Students who wish to attend school outside of these hours are expected to sign in and out of the front office, attend the library which is open between 8:45am and 3:45pm, report to extra-curricular activities and register with the coordinating teacher.

Yard duty

All staff at Brinbeal Secondary College are expected to assist with yard duty supervision and are included in the weekly roster. The Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Brinbeal Secondary College, school staff are designated a specific yard duty area to supervise at a specified time as published on Compass.

Any students with positive behaviour plans or safety plans will have their plans available to all yard duty staff and communicated regularly at staff meetings – some supported inclusion students may be allocated Education Support Staff (ESS) with them during breaks if deemed necessary through their individual plans. All outdoor areas are accessible to students with disability and additional needs, and peer modelling and social integration between all students is encouraged.

Yard duty zones

The designated yard duty areas for our school as at Term 1, 2027 shown in the map below with a description of staff responsibilities in the table. Each yard duty zone indicated on the map will be supervised by one teacher.

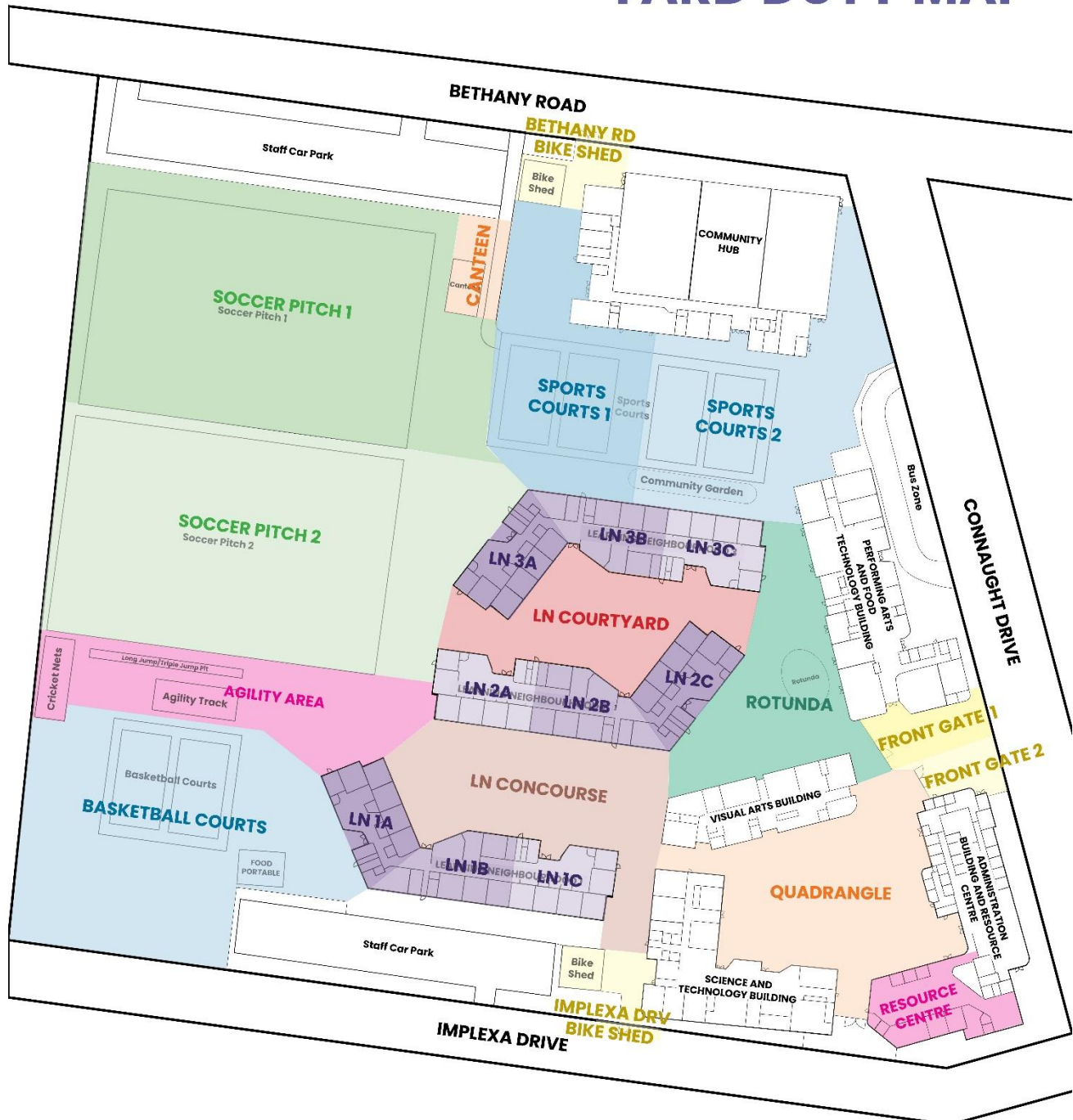
Area	Description
Front Gate 1 & 2 Connaught Rd	Before school – Open the double gates at Front Gate 2. Greet students entering school grounds. Students with bikes and scooters are not to enter via the front gate. A good opportunity to remind students to take ear buds out, and hoodies off. (Just a reminder, not required to enforce or follow-up). After school – Both sets of double gates are to be opened. Stand outside and monitor students as they wait to be picked up. Remind students of the pedestrian crossings. Front Gate 1 to ensure students do not exit via PA.
Implexa Drive Gates & Bike Shed	Before school – Unlock the bike shed, then stand near the pedestrian gate. Greet students entering school grounds. A good opportunity to remind students to take ear buds out, and hoodies off. (Just a reminder, not required to enforce or follow-up). Leave bike shed unlocked at the end of your yard duty. After school – Unlock the bike shed, then stand outside and monitor students as they wait to be picked up. Remind students of the pedestrian crossing.
Bethany Road Gate & Bike Shed	Before school – Unlock the bike shed, then stand near the pedestrian gate. Greet students entering school grounds. A good opportunity to remind students to take ear buds out, and hoodies off. (Just a reminder, not required to enforce or follow-up). Lock the bike shed at the end of the yard duty. On Monday the entry gate is to be left open for the uniform shop.

	After school – Unlock the bike shed, then stand outside and monitor students as they wait to be picked up. Remind students of the pedestrian crossing. Lock the bike shed at the end of the yard duty. On Friday's the entry gate is to be left open for the uniform shop.
Basketball Courts Sports Courts 1 & 2 Soccer Pitch 1 & 2	Move around the area. This includes the courts/pitch and surrounding grass areas. Remind students to put their rubbish in the bin. Ensure all sporting equipment is returned to the trolleys at the end of each break.
Agility Area	Move around the area. Monitor for safe use of the agility track. Only tennis balls are to be used in the cricket nets. Remind students to put their rubbish in the bin.
Quadrangle LN Courtyard LN Concourse Rotunda	At the start of break ensure students exit ST, VA & PA buildings and external doors are locked. Ensure you move around the whole area. Remind students to put their rubbish in the bin. Kids should not be playing soccer/rugby/volleyball around the emu eggs. Down ball and table tennis are the only allowable sports.
Learning Neighbourhood A & C	Walk up and down the designated area of the Learning Neighbourhood. Ensure all classrooms are locked. Check that the toilets are being used appropriately, one student at a time. Remind students to put their rubbish in the bin. Students are not allowed to run inside.
Learning Neighbourhood B	Walk up and down the designated area of the Learning Neighbourhood. Ensure all classrooms are locked. Check that the toilets are being used appropriately, one student at a time. Assist the students to get hot water for noodles. Monitor the use of the kitchenette facilities. Remind students to put their rubbish in the bin. Students are not allowed to run inside.
Canteen	Monitor the student lines at the canteen. Ensure students are not pushing in. Students must not use their phones to purchase food. Card or cash only. Help to keep the lines moving, students should only purchase for themselves, not bulk purchases for friends.
Resource Centre	Move around the whole Resource Centre. Remind students of expected indoor behaviours. The Resource Centre should be a quiet space, but not silent. Direct students outside if they are eating. Remind students to leave the area as they found it. All books and games must be returned to shelves at the end of each break.

Additional Notes:

- Students are not to be in the Science/Tech, Performing Arts, Visual Arts or Community Hub building during break time.
- No supervision is required in the Bus zone. This is currently fully fenced off and gate and not currently in use.

YARD DUTY MAP



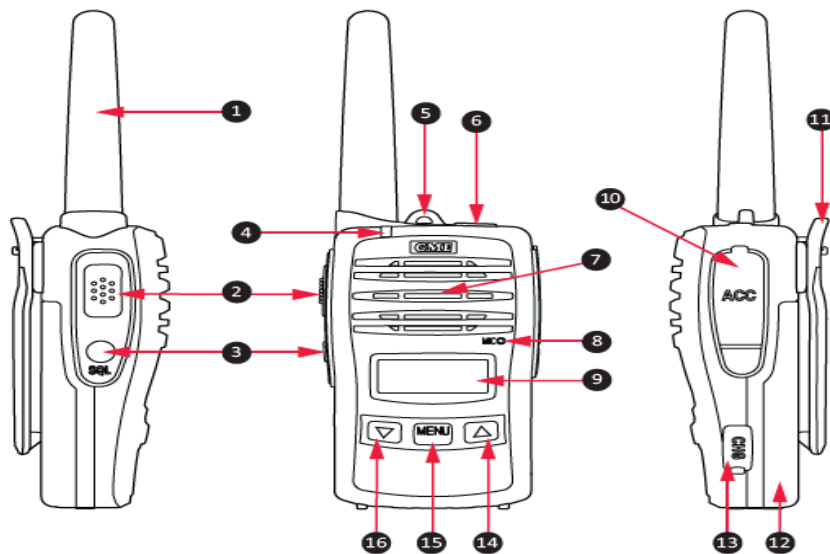
Areas of the school under construction will be fenced off and actively patrolled by yard duty teachers. Workers on-site will be physically separated from students and where required to attend school grounds will be required to abide by the schools Visitors Policy. They will also be required to sign in, read and sign the Child Safe Code of Conduct in addition to having WWWC.

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are individually provided to all teachers and additional vests are stored at the General Office
 - carry the yard duty Walkie Talkie (UHF Radio), which are stored in each of the staff team rooms. These should be used to communicate any incidents/concerns to other staff on yard duty or in the office. Walkie Talkies must be returned to the appropriate base for charging - the coloured lanyard corresponds to the base location. These are located in LN Team Room 2 and the Administration Office.
- Basic instructions:

- Hold down the power button (number 6 in diagram below) for 2 seconds to turn on or off
- Walkie talkies have been set to channel 27.
- Hold the Press-to-talk button (number 2) if you wish to talk.
- Release the button to listen for a response
- Use the walkie talkie to request assistance, report an urgent matter or ask for your replacement if they haven't arrived. Please remember students will be able to hear what is said on the walkie talkies.



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 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)
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard. Refer to the Incident Response Policy for further information.
- 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 and the Student Engagement Handbook.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate (health and safety issues through EduSafe Plus, other incidents through Compass)
- ensure the students move off to class at the first bell/start of the music.

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 Assistant Principal 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 call on the walkie talkie or send a message to the Admin Office. The staff member must not leave the designated area until a relieving staff member has arrived.

Students are encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

Yard duty ends when the second bell has rung, indicating all students should be in class. If a staff member has a class immediately after a yard duty, their yard duty will be considered finished when the first bell rings.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If students request to leave the classroom for a specific reason (i.e. toilet, library, etc) it is at the discretion of the supervising teacher to grant the request. In such a case where the request is granted, the teacher will provide the student with an out-of-class lanyard.

Educational Support Staff (ESS) who are aides in the classroom supporting students, cannot be left to supervise a class without a teacher present. The teacher may ask the ESS to get assistance as required.

If a student is to be removed from the classroom, then that student should be escorted – this may be done by a range of methods such as the classroom aide or sending another student to ask for co-ordinator or principal class assistance. Disciplinary procedures should be made within the Student Wellbeing and Engagement Policy.

If there are individual circumstances that include aspects around a student's ability to leave the classroom, this will be indicated by use of an Access Pass or Plan (e.g. Safety plan, Individual Education Plan, Behaviour Support Plan).

If a teacher needs to leave the classroom at any time during a lesson, he or she should first contact the front office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Senior Year Levels – Study Periods

Students who have timetabled private study periods as part of their senior load need to attend the timetabled Senior Study Room. This is supervised by a staff member and attendance is taken on Compass. Supervision is as follows for classroom supervision stated above. Parents/carers may provide consent for their child to leave the school grounds during study periods that are the first lesson on Wednesday or last lesson on Monday, Tuesday, Thursday or Friday.

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 is 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 follows the supervision requirements in the Department of Education [Excursions Policy](#).

Digital devices and virtual classroom

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

Brinbeal 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 library.

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

- student attendance will be monitored for every class to ensure attendance
- 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

As a SIS school, we recognise that some students will require additional supervision. 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. To further support students who are on the Program for Student with Disabilities (PSD) funded, we will roster integration aides for yard duty during recess and lunch as appropriate. In addition, there may be a need for the aides to be available to meet students at the beginning of the day, just before school or escort them to the bus or their parent/carers car. This will be factored into based on needs of the individual students. This information will be gathered during student transition discussions in November/December or during enrolment interviews each year.

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:

- [Structured Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

Independent Study

Depending on their program of study, VCE students will undertake independent study periods in Year 12 as part of their scheduled timetable. Students will be expected to use the Resource Centre for scheduled study periods, unless these fall at the beginning or end of the day, in which case students may arrive later or depart earlier in order to study from home. Once students are onsite, they are required to remain onsite until the end of their scheduled classes and are not permitted to sign in or out for reasons other than authorised absences, such as medical appointments.

Students will be required to sign in and out of the Resource Centre when entering for a study period.

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 is 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
- included as a reference in our school newsletter each term
- made available in hard copy from school administration upon request.

Information for parents, carers and students on supervision before and after school is available on our school website and parent/carers reminders are sent at the beginning of each term in our school newsletter.

FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Digital Technologies - Responsible Use Policy](#)
 - [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 2026
Approved by	Principal
Next scheduled review date	May 2028 To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter*

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