



Rosehill Secondary College

Yard Duty and Supervision Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Rosehill Secondary College on 03 9337 2488 or rosehill.sc@education.vic.gov.au.

1. PURPOSE

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

2. SCOPE

This policy applies to all teaching and non-teaching staff at Rosehill Secondary College, including education support staff, casual relief teachers and visiting teachers.

3. POLICY

Before and after school

Rosehill Secondary College's grounds are supervised by school staff from 8:30am until 3:40pm (except for Wednesday which is 3:00pm). Outside of these hours, school staff will not be available to supervise students.

Before school, designated staff will supervise areas inside the school. After school, designated staff will supervise bus loading areas. Parents and carers will be advised about these yard duty supervision arrangements through our school website and regular reminders in our newsletter.

Parents and carers should not allow their children to attend Rosehill Secondary College outside of these hours, unless other arrangements have been made with school staff.

Students who wish to attend school outside of these hours will be expected to report to extra-curricular activities.

Yard duty

Staff at Rosehill Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster, unless other arrangements have been made with the Principal.

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

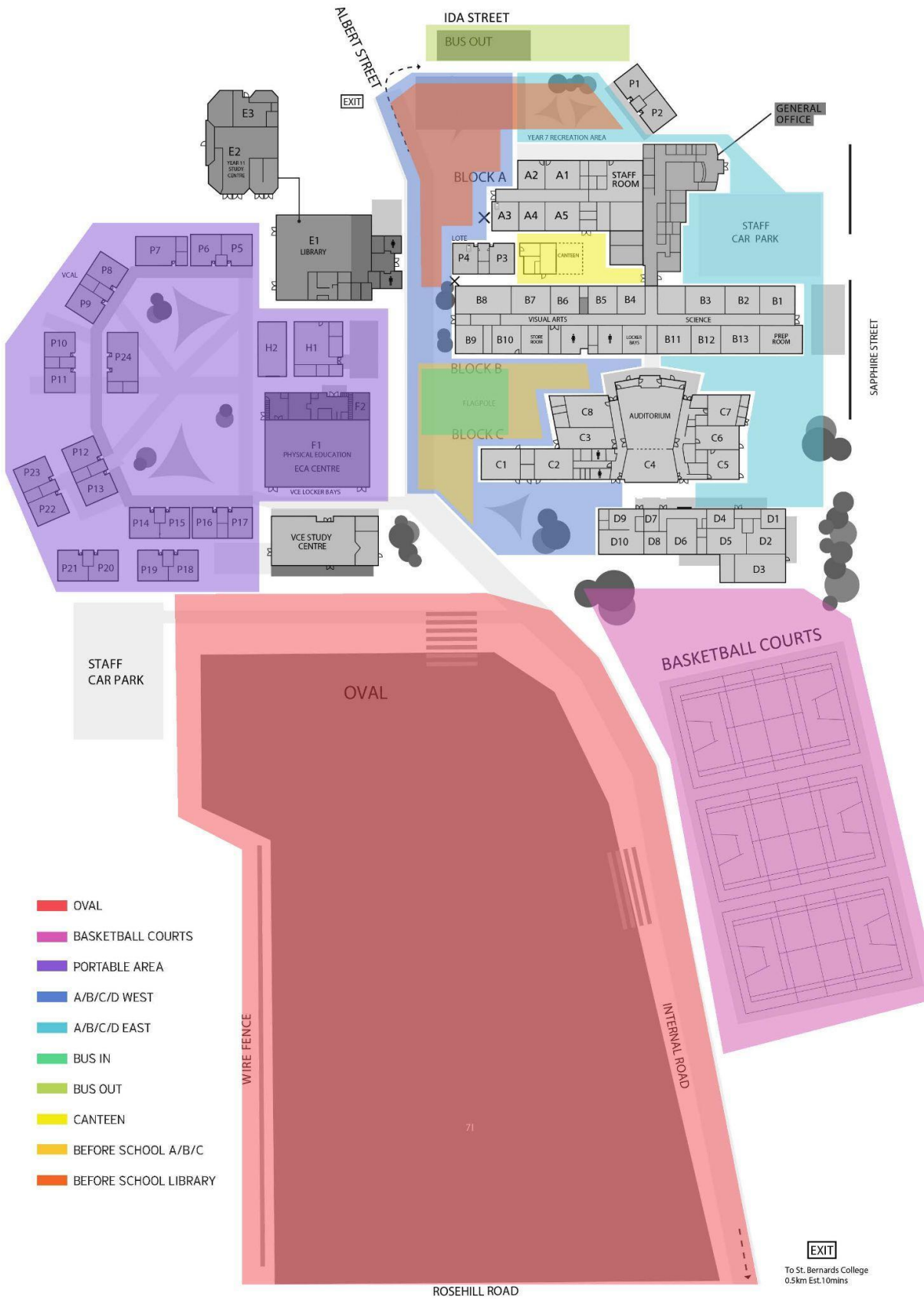
LSO Yard Duty Supervision

When LSO staff are required to supervise yard duty areas they should ensure that they are within eyesight of teacher supervisors and they must refer any matters to the nearest teacher.

Yard duty zones

The designated yard duty areas for our school are outlined in the table below.

Display name	Description
Deck Locker Bays	Locker bays either side of the deck
Basketball Courts (Inclement Weather TT - Walk along roadway)	Active supervision of the basketball courts. During Inclement weather the teacher walks along the main drive.
Bus duty IN 1	Assist students to safely board the Greenvale and Cragieburn buses. In the school grounds near the flagpole.
Bus duty IN 2	Assist students to safely board the Greenvale and Cragieburn buses. In the school grounds near the flagpole.
Bus duty OUT 1	Assist students to board the Avondale Heights, Moonee Ponds and Sunbury buses. Outside of the school. On the corner of Albert and Ida street.
Bus duty OUT 2	Assist students to board the Avondale Heights, Moonee Ponds and Sunbury buses. Outside of the school. On the corner of Albert and Ida street.
Bus Out Ida + Garnet	On Wednesdays, assigned teachers are required to assist students with boarding public buses arriving at bus stops. Outside the school. On the corner of Ida and Garnet street.
Bus Out Rosehill + Garnet	On Wednesdays, assigned teachers are required to assist students with boarding public buses arriving at bus stops. Outside the school. On the corner of Rosehill road and Garnet street.
Bus Out Buckley + Garnet	On Wednesdays, assigned teachers are required to assist students with boarding public buses arriving at bus stops. Outside the school. On the corner of Buckley and Garnet street.
AP Support I+G	For Assistant Principals to provide initial support for teachers assigned to "Bus Duty Ida + Garnet."
AP Support B+G	For Assistant Principals to provide initial support for teachers assigned to "Bus Duty Buckley + Garnet."
West side of ABCD (Library Side) (Inclement Weather TT - Supervise B5 & B4)	Active supervision of the west side of the A,B,C,D wings. During inclement weather the teacher supervises rooms b5 and b6 which are being used to shelter students.
Canteen	Active supervision of students cueing to purchase food from the canteen.
Oval (Inclement Weather TT - Supervise P5 & P6)	Active supervision of the Oval. During inclement weather the teacher supervises rooms p5 and p6 which are being used to shelter students.
Portables/Gym/H1 (Inclement Weather TT - Supervise P24)	Active supervision of the Portables, H1 and Gym area. During inclement weather the teacher supervises rooms p24 which are being used to shelter students.
East side of ABCD (Front Office Side) (Inclement Weather TT - Supervise A1 & A2)	Active supervision of the east side of the A,B,C,D wings. During inclement weather the teacher supervises rooms a1 and a2 which are being used to shelter students.
ECA	
Front of library and Y7 A wing	



EXIT
To St. Bernards College
0.5km Est. 10mins

Yard duty equipment

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be made available to teachers upon request. Casual replacement teachers will be able to request a hi-vis vest from the school office.
- Carry a yard bag at all times during supervision. These are given to teachers upon request. Casual replacement teachers will be able to request a hi-vis vest from the school office.
- Be familiar with student health and safety information about students and staff, stored in the school office.

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:

- constantly move around the designated zone ensuring active supervision of all students, ensuring that all areas of this zone are covered
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they are referred to the front office
- ensure that the area behind the a wing is zoned only for year 7 students
- be alert and vigilant, activity supervising, not using mobile devices for personal use
- Check students are not in classrooms unsupervised.
- 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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents on Compass, where appropriate

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 Organisation Team* 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 Organisation Team

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should notify the Daily Organisation Team of a member of the principal class or the front 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.

While supervising the classroom they should implement school wide consistent predictable routines and protocols, such as:

- Lining students up in two lines before they enter the classroom

- Waiting for students to settle before they enter the classroom
- Inviting students enter the classroom when they are calm
- Ensuring that lessons follow the college's agreed upon instructional framework, GANAG
- Only allowing students to exit the classroom with a signed and dated school diary entry
- Using behaviour management plans to manage behaviour and engagement
- Referring students to a pre-negotiated colleague's classroom if they need to be excited for behavioural issues, followed up with a restorative conversation with that student, as soon as practically possible

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Daily Organisation Team or the nearest available teacher for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

A teacher should avoid being alone in a classroom when supervising a student in a 1:1 situation. If a teacher needs to work with a student individually, please ensure passive supervision is possible from a neighbouring classroom or staff office.

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

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

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

Many year 12 and some year 11 students will have study block sessions during the week. This will be timetabled as a formal 'study session' where supervision and support will be provided, and attendance will be recorded by the supervising teacher. 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.

4. 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
- Posted on the Rosehill Secondary College website
- Made available in hard copy from school administration upon request

5. 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	November 2025
Approved by	Principal
Next scheduled review date	November 2027