

# YARD DUTY & SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact 8805 6700.

## PURPOSE

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

## SCOPE

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

Glen Waverley Secondary College's grounds are supervised by school staff from 8.10am until 3.10pm. Outside of these hours, school staff will not be available to supervise students.

Staff members will be stationed at both of the main entrances to the college on O'Sullivan Road. Designated staff members will also provide general supervision of the Middle School building and the area surrounding the Hall.

Students who wish to attend school outside of these hours will be expected to be engaged in a college approved activity which is supervised by College staff. Senior School students may also attend the Senior Study Centre to complete private study.

All students should exit the college no later than 3.10pm each day. Only students who are engaged in supervised co-curricular activities are permitted to remain on-site under the direct supervision of a staff member beyond 3.10pm. These activities include, but are not limited to:

- Sport training & tryouts
- Instrumental ensemble rehearsals
- Production rehearsal
- Glenly Clubs program
- Rescheduled assessments
- Detentions/community service

These activities will appear on a student's Compass schedule. Students who remain on-site beyond this time and who are not engaged in the above programs will be directed to exit the grounds, or escorted to the appropriate sub-school office.

### Yard duty

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

The Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Glen Waverley Secondary College, school staff will be designated a specific yard duty area to supervise.

### Students leaving school premises

No student is permitted to leave the school premises during recess, lunch or anytime throughout the day unless they have submitted a note written by their parent/ guardian to the appropriate sub school team. Year 12 students are permitted to depart from 1.05pm if they have no scheduled period 7 class, events or after school activities.

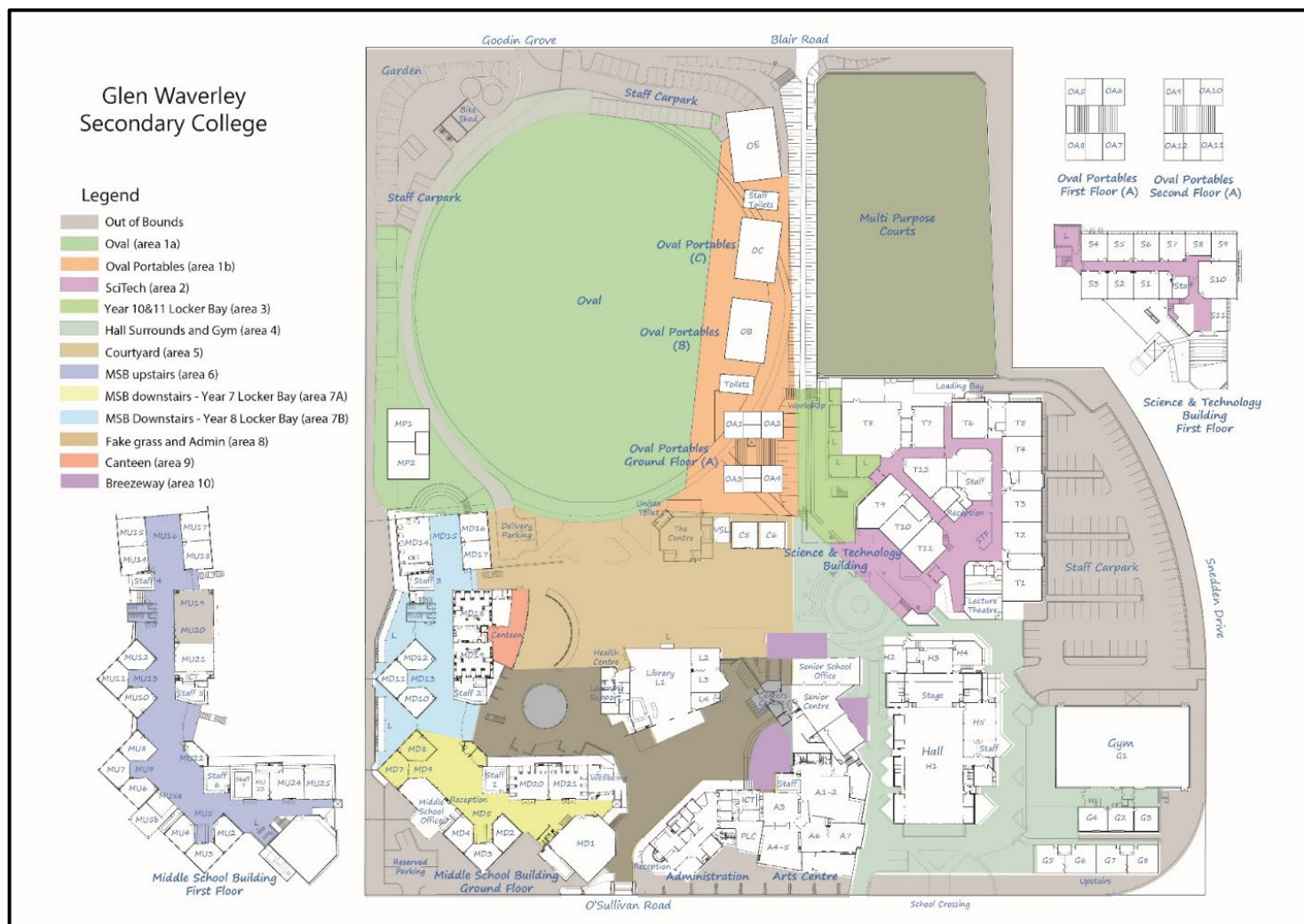
## Yard duty zones

### **Recess and lunchtime:**

| Area                                     | Location                                                                 | Required Duty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Area 1a: Oval                            | Oval                                                                     | Monitor that students are playing safely and respectfully. Students are NOT to enter out of bounds areas, including car park, behind MP1/2, roads or GWSC garden. No students should be behind the rear fence. Students are permitted to play ball games and non-contact games. On wet weather days, move into MS downstairs/OA1-4 to assist with supervision (see 'wet weather day' instructions above).                                                                                                                     |
| Area 1b: Oval Portables                  | Oval Portables (OA, OB, OC, OE)                                          | Patrol the allocated area, moving between buildings and toilet block including patrolling all levels of the buildings. Middle School students are not permitted to be in the OA ground floor deck during senior lunch, as there are classes utilising the OA1-4 rooms. No students should be using the OA, OB, OC & OE middle & upper levels as a social space at recess and lunch. The staff carpark and steps towards Blair Road are out of bounds to students.                                                             |
| Area 2: SciTech                          | Sci Tech Centre downstairs & upstairs. Sci Tech surrounds                | Patrol all areas indicated on the map. Ensure students are not in classrooms, seated in front of heaters or in corridors. Check that students are not in the upstairs mezzanine area outside of S10. The only area of SciTech that students are permitted to be in at lunchtime is the front foyer area, for private study purposes only. Students must be seated on a seat at a table and completing study. No food or drink is permitted. This is NOT a wet weather space – redirect students to OA1-4 on wet weather days. |
| Area 3: Year 10 & 11 Locker Bays         | Year 10 & 11 Locker Bays                                                 | Patrol the ground level locker bays, and upstairs locker bay. Ensure students are not loitering in locker bays. Ball games are not permitted in this area.                                                                                                                                                                                                                                                                                                                                                                    |
| Area 4: Hall Surrounds & Gym             | Hall surrounds, Sails, Gym foyer & Portables area G5-G8                  | Patrol area surrounding the Hall including under the sails, the basketball rings next to Gym, and G portables area. Clear any students loitering in Gym foyer. Check that doors to Gym change rooms are locked. Ensure that Treseder Hall entry gate is closed and locked (students with early departure can exit through admin gate).                                                                                                                                                                                        |
| Area 5: Courtyard                        | Area around Library encompassing area between canteen and Senior centre. | Patrol the basketball/down ball courts area between the canteen and shade sails, including the Centre. Ensure student behaviour is safe and appropriate. Drop in to The Centre which is used by Year 12 students as a common room to ensure that behaviour is appropriate.                                                                                                                                                                                                                                                    |
| Area 6: MSB Upstairs                     | Middle School Building Upstairs                                          | Patrol upstairs MSB to ensure that no students are loitering in this area. Students are not permitted to use the upstairs toilets during recess and lunch. Senior students should not be using this area as a private study space. Students are permitted to enter the building to access their lockers when the warning bell rings.                                                                                                                                                                                          |
| Area 7a: MSB Downstairs                  | Middle School Building (MSB) Downstairs (Year 8 Locker Bay end)          | Patrol downstairs MSB and outdoor Year 8 locker bay. Students should not be loitering in the building. Students should only be in the building to access the toilet (groups discouraged). Student toilets should be checked during yard duty. Students are permitted to enter the building to access their lockers when the warning bell rings.                                                                                                                                                                               |
| Area 7b: MSB Downstairs                  | Middle School Building (MSB) Downstairs (Year 7 Locker Bay end & MD2)    | Patrol downstairs MSB (Year 7 locker bay end) and monitor behaviour of students using MD2 for private study. MD2 is open at lunch (period 5) only. Students must use MD2 in a quiet and respectful manner. Strictly no food or drink. Students are not permitted to move the furniture. All screens should be visible. Students who are not meeting the above expectations should be removed from space immediately by the supervising teacher. Students are permitted to access their lockers when the warning bell rings.   |
| Area 8: Fake Grass & Admin Building      | Fake Grass / Administration Building                                     | Patrol of areas indicated on the map, including dropping into the library. The library is a tech-free area. The library is a reading space only at recess and lunchtime. Ensure student behaviour is appropriate. Please keep the library doorway free. On wet weather days relocate to the library to assist with supervision (Period 5 only).                                                                                                                                                                               |
| Area 9: Canteen                          | Canteen                                                                  | Ensure students line up. Students are not permitted to use their phone to pay for items. Stand at the head of the queue and control the number of students at the window. Do not allow students to push in or ask others to purchase for them. Remind students to place their rubbish in a bin before leaving. Students who are loitering in the canteen area should be asked to move outside.                                                                                                                                |
| Area 10: Year 9 & 12 Lockers (Breezeway) | Year 9 locker bay, breezeway, Year 12 locker bay                         | Ensure that students are not loitering inside either the year 9 or 12 locker bays. Patrol the breezeway area in front of the boys & girls toilets. Conduct a check of the appropriate toilets (male/female) to check for students loitering or damage. Check that students are not sitting in the Art Centre walkway/internal stairs to Senior Centre.                                                                                                                                                                        |

**Before and after school:**

| Area                                                | Location                                                           | Required Duty                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Admin Crossing<br>(Before and after school)         | Admin Building Crossing                                            | Staff member to position themselves next to the Admin crossing on school side of the road. General Supervision of students arriving and departing school. Assist the crossing supervisor in the orderly movement of students. Greet students and check uniform, punctuality as they arrive.                                                                                                                                    |
| Hall Crossing<br>(Before and after school)          | Treseder Hall Crossing                                             | Staff member to position themselves next to the Hall crossing on school side of the road. General Supervision of students arriving and departing school. Assist the crossing supervisor in the orderly movement of students. Greet students and check uniform, punctuality as they arrive.                                                                                                                                     |
| Middle School & Yard Patrol<br>(Before school only) | Middle School building.                                            | Roam around the Middle School building. Upstairs and downstairs. Move students outside when appropriate. Ensure students access their lockers respectfully and encourage movement to class in a timely manner. Direct students who are out of uniform to obtain a uniform pass from Middle School office.                                                                                                                      |
| Senior School & Yard Patrol<br>(Before school only) | Year 12 and Year 10/11 Locker Bays                                 | Roam between the Senior Locker bays, discourage loitering within the locker bays and provide general supervision. Direct students who are out of uniform to obtain a uniform pass from Senior School office. Ensure students access their lockers and encourage movement to class in a timely manner.                                                                                                                          |
| Dan Murphys Carpark<br>(After school only)          | Opposite side of O'Sullivan road. 2m before Carpark entrance/exit. | Position yourself on the carpark side of O'Sullivan Road approximately 2m before the carpark entry/exit. Supervise students walking across the car park entrance. Periodically stop students from crossing the entry/exit to allow car movement in and out of the carpark. Supervisors should <b>not</b> be directing traffic, they are only responsible for management of students as they safely cross the carpark entrance. |
| Snedden & O'Sullivan Corner<br>(After school only)  | Grass area on Snedden/O'Sullivan Corner (School side – near G8)    | Position yourself on the grass area on the corner of Snedden & O'Sullivan Road. Staff should not permit students to cross Snedden Drive towards the Glen. Students should be directed down Snedden Drive (towards bus stop), or across O'Sullivan Road at the traffic island to access the pedestrian crossing.                                                                                                                |



**Wet weather days:**

- Middle Lunch (Period 5): Middle students are permitted inside MS downstairs corridor (not classrooms). Food and drink permitted. Device use is not permitted. Oval YD staff to supervise. Sub-schools/Prin team to assist.
- Senior Lunch (Period 6): Senior Students are permitted inside OA1-4. Food and drink permitted. Oval YD staff to supervise. Sub-schools/Prin team to assist.
- Recess: see above

**Yard duty equipment**

School staff must:

- wear a provided hi-vis vest whilst on yard duty. Safety/hi-vis vests will be provided to staff upon their commencement with spare vests available from the Daily Organiser.
- carry the yard duty first aid bag at all times during supervision. There will be yard duty first aid bags stored in each staff room, with spare yard duty first aid bum bags available from the Daily Organiser.
- Carry their personal mobile phone. Please ensure that the following numbers are saved in your phone for any emergency which may arise:

|                        |                           |                       |              |
|------------------------|---------------------------|-----------------------|--------------|
| <b>Middle School</b>   | 8805 6713                 | <b>Dan McGuire</b>    | 0425 719 431 |
| <b>Senior School</b>   | 8805 6716                 | <b>Melissa Perera</b> | 0431 111 541 |
| <b>Nurse</b>           | 8805 6734 or 0427 683 863 | <b>Jackie Knight</b>  | 0459 883 214 |
| <b>Facilities Team</b> | 0417 366 772              | <b>Cam Denham</b>     | 0400 864 709 |
| <b>Suzanne Plant</b>   | 0400 569 771              | <b>Mandy Provis</b>   | 0411 141 399 |

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
- 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
- report any incidents as appropriate to the relevant Sub School
- report any OHS concerns to the appropriate OHS representatives

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 Daily Organiser 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.

Students are permitted to leave class with teacher permission (eg. to use the bathroom). Teachers are expected to use the 'Left class with teacher permission' chronicle entry. From time to time, students will be called out of class (eg. to see a Year Level Leader or for an appointment with Wellbeing). During these times, the classroom teacher should expect the student to return in a reasonable time. If students do not return, the teacher should alert the relevant Sub School office.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Daily Organiser or Sub School 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

### Digital devices and virtual classroom

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

Glen Waverley Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site (eg. VHAP). In these cases, students will be supervised by a classroom teacher in a timetabled classroom space.

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

- students who are enrolled in VSV and are required to access a virtual classroom or assessment during school hours will be provided a space to access the task/stream.
- 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:

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

### Independent Study

Year 12 students will have one study block of five periods per week. This will be timetabled as a formal 'study session' where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. Each study block has one or two designated periods where students may choose to either arrive at school late or leave the school early, where the study period sits adjacent to the start or end of the school day. Students are not permitted to leave and return to the school grounds at lunchtime.

In addition, Year 10 to 12 students who are completing a VET course are eligible for a block of study periods. Year 10 & 11 students are required to be in attendance in the study centre for all 3 periods with no provision to leave school early or arrive late.

### 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.

### Prayer Room

Glen Waverley Secondary College has a designated prayer space in the gym building that students can choose to access during their lunch time. The prayer space is within the rostered yard duty area, and in close proximity to a staff room.

- Middle School students: period 5 (lunch) 12.15pm-12.45pm
- Senior School students: period 6 (lunch) 1.05pm-1.35pm

## 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
- 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 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](#)
  - [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       | July 2026 |
| Approved by                | Principal |
| Next scheduled review date | July 2028 |



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