



PURPOSE

The purpose of this policy is to explain to staff Lyndhurst Secondary College's yard duty procedures and expectations for the appropriate supervision of secondary students. 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.

OBJECTIVE

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

SCOPE

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.

This policy primarily applies to teaching staff at Lyndhurst Secondary College, but some elements are relevant to Education Support (ES) staff.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

POLICY

Before and after school

Lyndhurst Secondary College's grounds are supervised by school staff on yard duties from 8:30am until 3:25pm. Outside of these hours, school staff will not be available to supervise students.

Limited locations in the College will be supervised with staff yard duty before school (8:35am to 8:55am) and after school (3:03pm to 3:20pm) to support safe student entry/exit from the site. These include:

| Before School | After School |
|-----------------------------|--|
| Area 1 + Senior (1 teacher) | Wentworth Street (1 teacher + 1 ES) |
| Area 2 (1 teacher) | South Gippsland Highway (1 teacher + 1 ES) |
| Area 4 (1 teacher) | LSC Bus Stop (1 teacher + 1 ES) |
| | Bike shed (1 teacher) |

Students who may wish to attend school outside of these hours are encouraged to:

- Have pre-arranged appointments with staff
- Attend homework club (certain school days only)
- Report to pre-arranged extra-curricular activities (e.g. sports training) with relevant staff

Yard duty

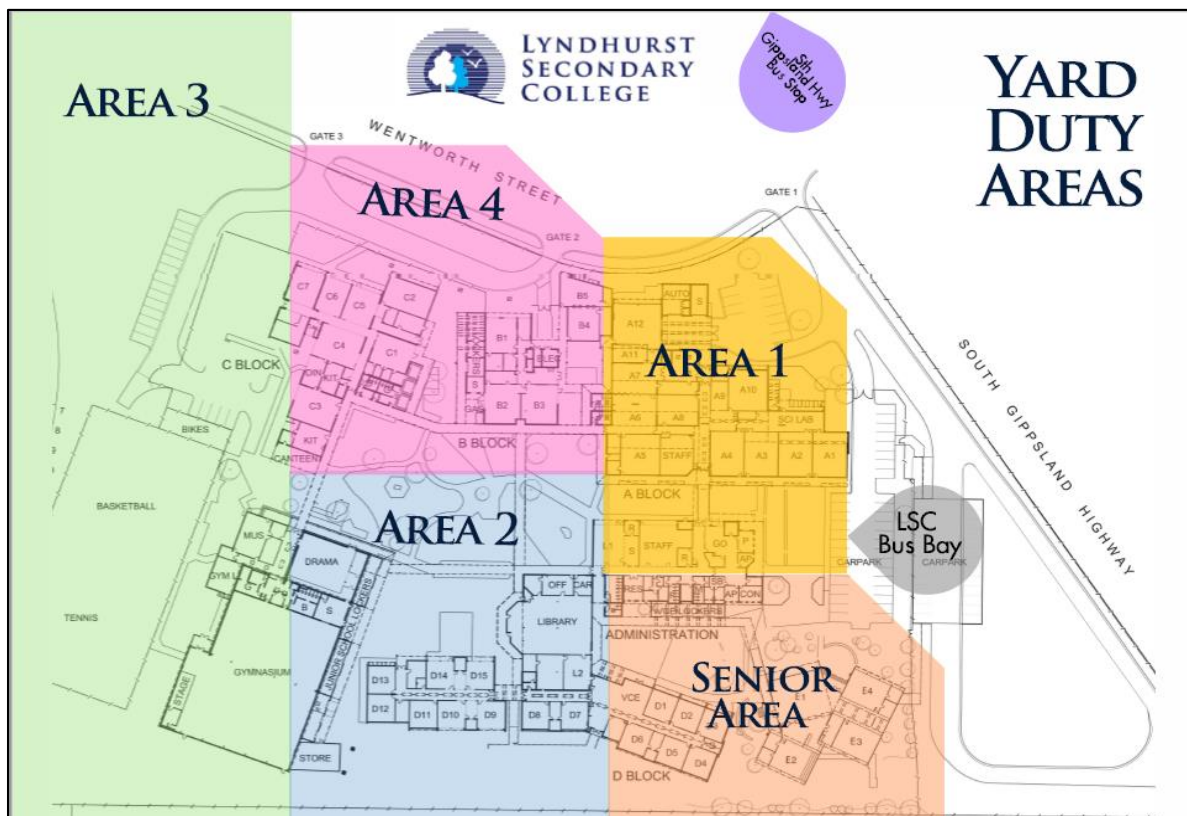
Teaching and ES staff at Lyndhurst Secondary College are expected to assist with yard duty supervision and will be included in the cyclical roster over 2 weeks.

Yard duty times are as follows:

| | |
|-----------------------------------|--------------------|
| Before School (20 minutes) | 8.35am to 8.55am |
| Recess (20 minutes) | 11.00am to 11.20am |
| Lunch (40 minutes) | 1.20pm to 2.00pm |
| After School (20 minutes) | 3.00pm to 3.20pm |

The Daily Organiser and Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Lyndhurst Secondary College, staff are designated a specific yard duty area to supervise that is published on their daily Compass schedule.

The designated yard duty areas for our school are:



To assist with visibility, school staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are available from the Business Manager at the commencement of each school year if a new/replacement vest is required.

Staff are asked to take their mobile phone with them whilst on yard duty in the event of an emergency.

During yard duty, supervising school staff must:

- methodically move around the designated zone;
- 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 Engagement policy;
- ensure that students who require first aid assistance receive it as soon as practicable; and
- log any incidents or near misses as appropriate i.e. Compass entry, notification to member of Executive Team.

Staff who are rostered for yard duty must remain in the designated area until the conclusion of their time as stated in this policy.

If staff are 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 staff need to leave yard duty during the allocated time, they should contact the main office but should not leave the designated area until the relieving teacher has arrived in the designated area.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff.

In the event of heavy weather (e.g. storms), alterations to yard duty supervision and locations will be announced prior to recess/lunch breaks and are to occur as follows:

- Student advised to seek shelter using undercover spaces
- Staff on yard duty to stay in areas under cover from weather

In the event of extreme weather, the Principal or delegate may determine to close the oval for safety. In this event, additional indoor spaces will be opened (e.g. Gym, E Block) for student shelter and staff on Area 3 will be redirected for duty. This will be announced at the start of recess/lunch if required via the school PA system.

Classroom

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

A student may be asked to leave the classroom as part of the whole school Five Rs Behaviour Code.

If a teacher needs to leave the classroom at any time during a lesson, they must first contact the Daily Organiser or staff member from the main office for assistance. The teacher must 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.

FURTHER INFORMATION AND RESOURCES

- LSC Yard Duty Area Descriptions
- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy was last updated March 2022 and is scheduled for review March 2025. This policy will also be updated if significant changes are made to school grounds that require a revision of Lyndhurst Secondary College's Yard Duty and Supervision Policy.