

Yard Duty and Supervision

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Berwick 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.

Implementation:

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:

Berwick College's grounds are supervised by school staff from 8:30am until 4:00pm. Outside of these hours, school staff will not be available to supervise students.

This supervision may include some or all of the following:

- Monitoring of entry or exit points and/or designated pick up and drop off areas
- Supervision of the arrival and departure of school contract buses
- Yard supervision – Areas 1 to 4
- Toilet facilities supervision – B, C, D Block
- Exam supervision (usually held in the Berwick Football club rooms, the Leisure Centre or Senior School Centre)
- Classroom supervision
- C2 - After school reflection
- Private Study/Assessment – Senior School
- Stadium
- Library

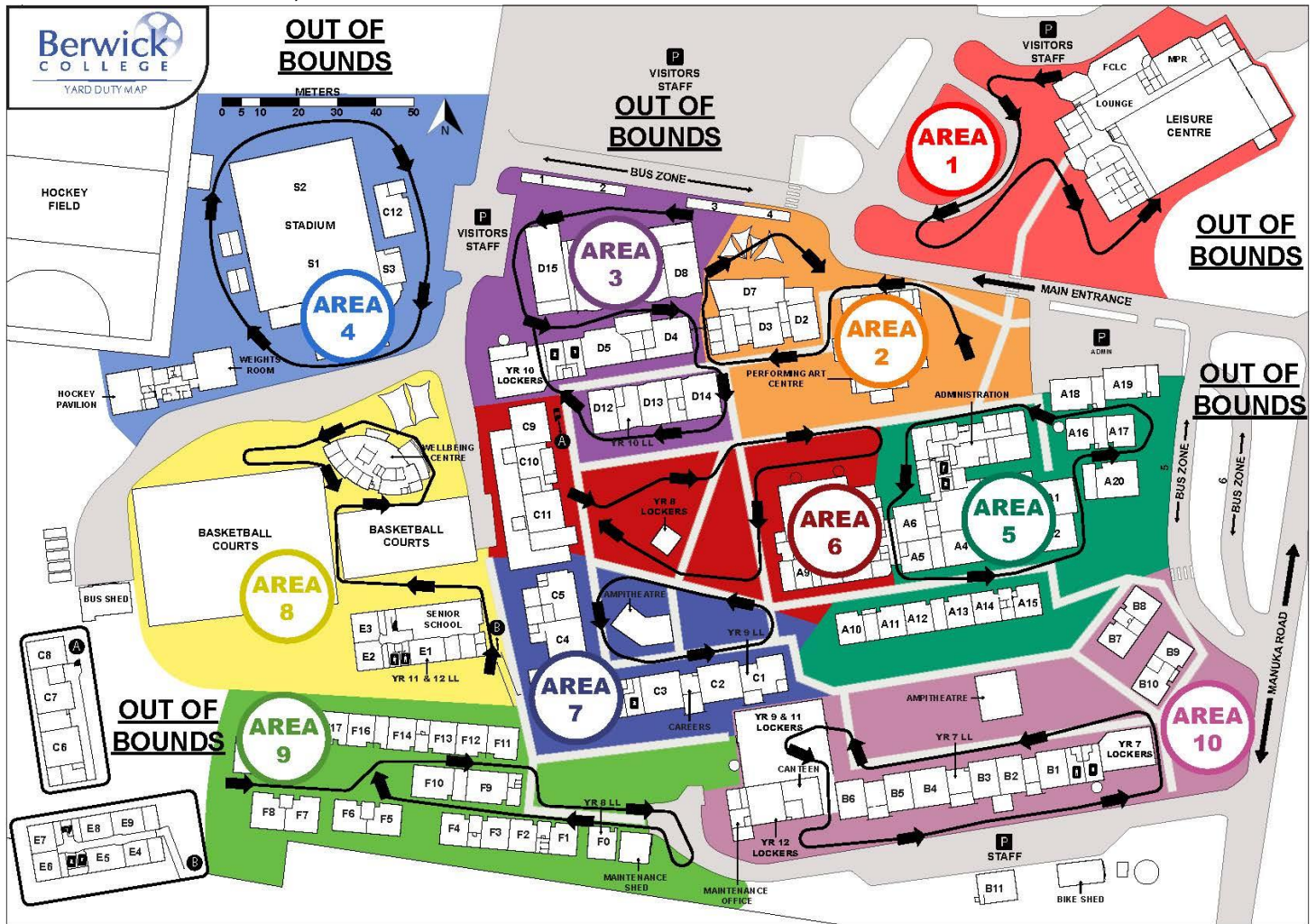
If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member may, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

1:31pm-1:56pm / 1:52pm-2:17pm 25 minutes	
Lunchtime 1 & 2 – Toilet Block B, C, D 1:31pm-1:56pm / 1:52pm-2:17pm 25 minutes	L1 15 staff / 5 days L2 15 staff / 5 days
Lunchtime 1 & 2 - Library 1:31pm-1:56pm / 1:52pm-2:17pm 25 minutes	L1 5 staff / 5 days L2 5 staff / 5 days
Lunchtime 1 & 2 - Hockey Pitch 1:31pm-1:56pm / 1:52pm-2:17pm Tuesday, Wednesday 25 minutes	L1 2 staff / 2 days L2 2 staff / 2 days
After school Reflection C2 3:15pm to 4:05pm Monday, Wednesday, Thursday 50 minutes	3 staff / 3 days
Senior School supervision 3:20pm to 4:10pm 50 minutes	4 staff / 2 days
Bus duty 3:15pm to 3:40pm - 25 minutes Lead staff 3:15pm – 4:05pm - 50 minutes	15 staff / 5 days 1 lead staff x 5 days (1x Top bus zone duty and 3 Lower bus zone duties)
Exemptions	Union staff rep – 1 staff

Yard Duty Zones:

At Berwick College the school grounds are divided into four designated yard duty zones. The designated yard duty zones for our school as at Term 3, 2025 are:



Yard Duty Equipment:

School staff must wear the safety/hi-vis vest, provided by the Daily Organiser, whilst on yard duty.

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 at the general office (excluding drop off and collection periods)
- Be alert and vigilant
- Intervene immediately if potentially dangerous or inappropriate behaviour that 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 and Wellbeing policy
- Ensure that students who require first aid assistance receive it as soon as practicable
- Log any incidents or near misses as appropriate on EduSafePlus or inform Berwick College’s Health and safety representative. 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
- 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 send a message to the general 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.

DUTY	Description
1. Leisure Centre	Staff are to actively supervise the area around the Leisure Centre. Methodically moving around the suggested route. The boundaries are clearly outlined on the map. Areas to ensure, no student is behind the LC near Manuka Rd. Remind students that they are not through the gates into the football club and that the car park is out of bounds.
2. Performing Arts	Staff are to actively supervise the area around the Performing Arts precinct. Methodically moving around the suggested route. The boundaries are clearly outlined on the map. Remind students the car park is out of bounds
3. D Block	Staff are to actively supervise the area around the D Block. Methodically moving around the suggested route. The boundaries are clearly outlined on the map. Remind students the car park is out of bounds. Support toilet supervision teacher. Clear students from the locker bay and second half teachers are to remain in the locker bay and support students to move to class.
4. Stadium	Staff are to actively supervise the area around the Stadium precinct. Methodically moving around the suggested route. The boundaries are clearly outlined on the map. Remind students the car park is out of bounds and that students are not to go past the path between the stadium and the athletics track.

5. A Block	Staff are to actively supervise the area around the A block precinct. Methodically moving around the suggested route. The boundaries are clearly outlined on the map. Remind students the Bus Zone near Manuka drive is out of bounds.
6. Library /C Block	Staff are to actively supervise the area around the Library/ C Block precinct. Methodically moving around the suggested route. The boundaries are clearly outlined on the map. Support Library supervision teacher. Clear students from the locker bay and second half teachers are to remain in the locker bay and support students to move to class.
7. C Block Amphitheatre	Staff are to actively supervise the area around the C Block. Methodically moving around the suggested route. The boundaries are clearly outlined on the map. Support toilet supervision teacher.
8. Senior School/ Blue Courts	Staff are to actively supervise the area around the Senior School precinct. Methodically moving around the suggested route. The boundaries are clearly outlined on the map. Remind students the area behind the blue courts is out of bounds. Support toilet supervision of Senior building.
9. F Block	Staff are to actively supervise the area around the F Block. Methodically moving around the suggested route. The boundaries are clearly outlined on the map. Remind students the area past the F block is out of bounds past the signposts.
10. B Block	Staff are to actively supervise the area around the B Block. Methodically moving around the suggested route. The boundaries are clearly outlined on the map. Remind students the car park is out of bounds. Support toilet supervision teacher.
11. Canteen	Canteen yard duty supervision involves overseeing student behaviour and safety in and around the canteen area during break times. This includes ensuring orderly queues, managing student entry, preventing loitering, and addressing any inappropriate behaviour or safety concerns. Supervisors should be actively monitoring the area, intervening when necessary, and enforcing school rules

Sun Protection:

Berwick College staff are to uphold the Berwick College Sun Protection policy and encouraged to:

- wear hats and sunglasses whenever outside, especially during Terms 1 and 4 for sporting activities and supervisory activities
- promote and teach a healthy lifestyle in areas such as PE/Health curriculum
- use broad spectrum, SPF 30+, water resistant sunscreen especially during Terms 1 and 4 for sporting activities and supervisory activities such as yard duty
- be responsible for their own sun protective practices at work.

Classroom:

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

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Daily Organiser 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:

Berwick 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:

Year 12 students are required to remain on College grounds between their first and last scheduled class. Students are encouraged not to leave College grounds at any time during the day and are expected to spend their study periods studying in one of the allocated spaces within the College, i.e. Senior School Centre or Library, where there is teacher supervision and support available.

Year 12 students leaving College grounds independently during the day must:

- Provide written parent consent (either hand, via email to the attendance officer/s: attendance@berwickcollege.vic.edu.au) or via parent consent on the Compass Attendance module.
- Sign out from the Front Administration Office.

SAFE COLLECTION OF STUDENTS – Years 7 to 11

Berwick College has a duty of care to ensure the safe collection of students from school or a school activity. If necessary, during school hours, parents may collect their child from the Front Administration office or authorise an emergency contact (recorded on CASES 21/Compass). Both the adult's name and reason for the collection must be entered on the Compass Attendance module or can be emailed to attendance@berwickcollege.vic.edu.au.

If a parent requires a non-emergency contact to collect a child, written permission must be provided and verification of identity using suitable photo identification (such as a driver's licence) must be sighted by school staff prior to pick up.

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

- Compass, Long Term Planning document, Staff Handbook
- Discussed at staff briefings or meetings, as required.

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

FURTHER INFORMATION AND RESOURCES

- [Victorian Government Schools Agreement 2022](#)

The Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)
- [School Based Apprenticeships and Traineeships](#)
- [Structured Workplace Learning](#)

Our school policies and documents:

- Health Centre

POLICY REVIEW AND APPROVAL

Policy last reviewed	Version: 2 Month/Year: July 2025 This policy will be reviewed every three years or if significant changes are made to school grounds that require a revision of Berwick College's yard duty and supervision arrangements.
Approved by	Principal
Next scheduled review date	June 2028