



Nossal High School

Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Nossal High School on 03 8762 4600 or nossal.hs@education.vic.gov.au.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Nossal High School, 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

Nossal High School's grounds are supervised by school staff from 8:30am until 3:40pm. Outside of these hours, school staff will not be available to supervise students.

Before school and after school, staff will supervise students in the buildings and in the immediate areas around the buildings, most notably in the connecting courtyard.

Students who may wish to attend school outside of these hours are encouraged to stay in the courtyard area or within one of the buildings where staff will still be working in staff offices. Students can continue to work after the prescribed school hours, making use of the facilities to complete classwork and work related to assessment tasks.

On a typical school day, students are encouraged to leave the school grounds by 5:30pm.

Yard duty

All staff at Nossal High School are expected to assist with yard duty supervision and will be included in the fortnightly roster.

The Principal or their nominee (e.g. Timetabler/Daily Organiser/Assistant Principal) is responsible for preparing and communicating the yard duty roster on a regular basis. At Nossal High School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas during 2023 for Nossal High School are specified in the Nossal Staff Handbook and summarised below:

CODE	AREA	GENERAL DESCRIPTION
AM	Before school	Be visible inside the school (Buildings A & B and canteen) and courtyard area. Challenge students who are wearing incorrect uniform and remind them of the school processes to address this.
A	Building A (upstairs)	Be visible. Remind students to be seated whilst eating and to leave areas clear of rubbish and spillages.
B	Building A (downstairs including canteen)	Be visible. Monitor the canteen area at the start of recess and lunch. Remind students to be seated whilst eating and to leave areas clear of rubbish and spillages.
C	Outside Building A (including shade sails)	Be visible on the school grounds between Buildings A & B, including the shade sails and the front side of Building A. Remind students to leave areas clear of rubbish.
D	Inside Building B and Soccer Pitch	Be visible inside Building B, ensuring that students are not using the theatre unless they have been authorised to do so and that students using the gymnasium have removed school shoes, are actively participating in the designated activity on the schedule and not eating/drinking inside. Monitor the Soccer Pitch, ensuring students aren't leaving school grounds. Regularly check the male/female toilet areas.
E	Oval and Outside Courts	Be visible on the outside courts and oval. Be vigilant that students are not holding onto or swinging from the basketball hoops.
F	Fitness Centre and Outside Courts (lunchtime only)	Ensure that Fitness Leaders are in the Fitness Centre and assisting with supervision. Students using the Fitness Centre should be wearing NHS PE Uniform and runners. Ensure students are appropriately and safely using equipment in the table tennis area and on the courts. Responsible for the lending / return of sports equipment from the Activity Centre.
PM	Front of school	Be visible at the front of the school in the courtyard area. Check that students are wearing correct NHS uniform, including the Blazer, and remind them of school processes to address this. Note: Summer and Winter uniform requirements.

Please Note: Students are not permitted to leave the grounds for lunch or at any other time of the day, with the exception of Year 12s who may leave to go home early if they have a study in P5; they may also study at Fed Uni.

Yard duty equipment

School staff must:

- carry a mobile phone in case urgent assistance is required (ring reception 8762 4600 or a member of the Principal Team)
- wear a provided safety/hi-vis vest whilst on duty
 - Safety/hi-vis vests are stored in the office of the Daily Organiser (behind Reception)

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 teacher.

School staff must be active in their supervision and be visible to students. During yard duty, supervising school staff have a Duty of Care and must:

- methodically move around the designated zone ensuring active supervision of all students
- be alert and vigilant
- 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)
- 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
- call for assistance if required
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses with the First Aid Coordinator, Head of House, Facilities Manager, or Assistant Principal as appropriate.
 - For incidents involving students, this should include a post in the student/s' Compass chronicle.

If being relieved of their yard duty shift by another staff member (for example, during lunch 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 teacher 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 teacher needs to leave yard duty during the allocated time, they should contact the Daily Organiser or Assistant Principal but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should attempt to contact the relevant teacher or, if unable to do so, a member of the Principal Team. They should not leave the designated area until a relieving teacher 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the teacher in the adjoining room or Reception/Daily Org 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's [Excursions Policy](#).

Digital devices and virtual classroom

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

Nossal High School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be indirectly supervised and may access spare classroom spaces, the IRC and courtyard, silent study space, breakout rooms, study booths or outside seating areas. Year 12 students have the option to sign out via Compass (when appropriate).

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

- student attendance will be monitored via the following mechanisms:
 - sessional classroom teacher roll marking for synchronous classes
 - TEAMS communication
 - daily tutorial attendance and wellbeing check in
 - attendance officer follow up daily
- 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:

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

Independent Study

Year 12 students will have one study block of four sessions per week. During these sessions, students are permitted to study independently or collaboratively within the school building or grounds, with passive supervision provided by staff.

In addition, all Units 3 and 4 students will have a timetabled formal 'in-class study' for each subject, where teacher 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 unless special arrangements are made in which case students will sign out via Compass with the authorisation of the supervising teacher.

Students in Years 10 and 11 will have designated "Study Periods" within their timetable and are required to stay in designated spaces at the direction of supervising staff members. They are permitted to study independently or

collaboratively within these spaces. As part of the “adult learning environment” at Nossal, students are not closely supervised during these times, although teachers are available for consultation and support in designated spaces and move around the learning spaces to broadly monitor those studying.

All Nossal staff have supervisory and duty of care responsibility and due to the open plan design of the school, most spaces, classrooms and study areas are visible at all times.

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;

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook, on TEAMS, school website, School Documentation area on Compass
- Included as a reference in our school newsletter each term
- 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](#)
 - [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	October 2023
Approved by	Acting Principal – Tracey Mackin
Next scheduled review date	October 2025

This policy will also be updated if significant changes are made to school grounds that require a revision of Nossal High School’s yard duty and supervision arrangements.