

YARD DUTY AND SUPERVISION POLICY

PARENTS AND STUDENTS

PURPOSE

St Albans Secondary College understands its role in providing a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

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

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.

POLICY

All staff participate in St Albans Secondary College's yard duty roster and school supervision requirements and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

School staff are rostered on for yard duty before school, during recess, lunch and after school. School grounds are supervised before school from 8:35am - 8.55am at the Eastern gate entrance to the school. This is to assist with student movement during student and staff arrival times. After school, staff supervise both the East and West gates from 3.10pm until 3.30pm. Students on school grounds outside these times will **not** be supervised unless they are attending a supervised extracurricular activity or are in the library during the supervised times as outlined below. The library is supervised from 8.00am each day and closes at 4.30pm, except Friday when it closes at 3.30pm.

Students on school grounds outside these times will **not** be supervised (unless they are attending a supervised extracurricular activity).

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending a pre-arranged supervised activity (i.e. sports practice).

Families are encouraged to contact the school office for more information about our student supervision arrangements.

For a copy of our school's Yard Duty and Supervision Policy please contact the school office. This policy includes St Albans Secondary College's student supervision arrangements across the school day, including before and after school.

School staff, parents and students are encouraged to speak to our principal, Mr Craig Jennings, if you have any concerns about potential risks at our school, or our duty of care obligations.

FURTHER INFORMATION AND RESOURCES

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

EVALUATION

This policy will be reviewed on a three year cycle to enhance internal control procedures.

Proposed amendments to this policy will include consultation with the School Coordination and Principal Class Teams.

REVIEW CYCLE

This policy was last updated in March 2024 and is scheduled for review in March 2027.