

Yard Duty And Supervision Policy



Help for Non-English Speakers

If you need help to understand the information in this policy, please contact the school office on 9366 2555.

PURPOSE

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

SCOPE

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.

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

St Albans Secondary College's grounds are supervised by school staff from 8.35 am until 3.30 pm. Outside of these hours, school staff will not be available to supervise students.

The area at the Eastern front entrance is supervised before school from 8.30 am – 8.55 am. The library is supervised from 8.00 am each day and closes at 4.00 pm, except Friday when it closes at 3.30 pm. Afterschool both the Eastern and Western gates are supervised from 3.10 pm – 3.30 pm.

Students should not attend school outside of these hours. Those with designated reasons to be here outside of normal school hours will be expected to report to the designated extra-curricular activities or attend the library during its hours of opening (as outlined above).

Yard Duty

The College Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At St Albans Secondary College, school staff will be designated a specific yard duty area to supervise, once finalised, yard duty will appear on staff Compass timetables.

It is the responsibility of the staff member to be suitably attired and protected from the sun during yard duty. It is recommended that staff wear a hat and sunscreen if they have duty in areas that are in the sun, particularly during Terms 1 and 4.

It is imperative that you are on duty in your area for the whole time that you are scheduled. You must be moving through your area as appropriate and actively supervising students including acting to stop inappropriate actions and supporting the SWPBS framework for reinforcing positive behaviour in the yard. Please refer to the SWPBS matrices etc.

Lunch 1 staff must meet at the handover point to be relieved from duty by Lunch 2 staff. Lunch 2 staff must meet at the handover point to relieve Lunch 1 staff from duty.

You are not mandated to intervene in unsafe situations, but you are expected to use your voice and to send for assistance whilst you monitor the situation and stop others becoming involved.

You need to collect the walkie talkie if designated for your duty area and it is strongly recommended that you wear the provided hi-vis 'Duty Staff' vest while on Yard Duty and use sun protection as appropriate.

BEFORE SCHOOL DUTY (8.30 am – 8.55 am)

Carpark Gate

- Concentrate on car park area - especially car entry gate to the staff car park.
 - Monitor pedestrians crossing the carpark to ensure they are aware of cars entering the carpark
 - Students are not permitted to:
 - walk through the car park; or
 - ride bicycles in the schoolyard.
 - Discourage parents from entering the school car park to drop off students.
 - Control student traffic whilst vehicles are entering
- Note: Pedestrians on the footpath have right of way

RECESS DUTY (10.35 am – 11.00 am)

Area	Duty
1	<ul style="list-style-type: none"> • Collect Walkie Talkie from the Library. • Patrol Front of school (no ball sports) and area between PAC and "D" wing in front of H1 up to the path between PAC and Library. • Clear area at the first bell (10.50 am). • Supervise locker bays between PAC and 3 Storey Building when the first bell rings (10.50 am) until the second bell (11.00 am). • Return Walkie Talkie to Library.
Canteen Person 1	<ul style="list-style-type: none"> • Arrive on or before the bell for the end of period 2 (10.35 am). • Stand inside the canteen, near the serving counter to regulate orderly queue behaviour and ensure students keep moving to windows to be served. • Stop students congregating inside the canteen if they are not in the queue for food. • No phones to be used by students to pay for food. • Students should be directed to move off to class when the first bell rings (10.50 am). • Canteen window should be closed when the first bell rings (10.50 am).
Canteen Person 2	<ul style="list-style-type: none"> • Arrive on or before the bell for the end of period 2 (10.35 am). Close the barrier/gate between entry and exit doors. • Collect Walkie Talkie from canteen staff. • Supervise outside between the exit door and sliding window. • Students should be directed to move away from the pathway outside the Canteen, no students should be standing near, or leaning on, the handrails at the front of the canteen. • Students should be directed to move off to class when the first bell rings (10.50 am). • Open barrier and return Walkie Talkie to canteen staff.
2	<ul style="list-style-type: none"> • Collect Walkie Talkie from the library. Stand near the basketball courts. • Focus on tennis/basketball courts and monitor quadrangle between Nindethana, "H" centre and "D" wing. • Clear area at the first bell (10.50 am). • Supervise locker bays outside Ninethana when the first bell rings (10.50 am) until the second bell (11.00 am). • Return Walkie Talkie to Library
3 Storey Building	<ul style="list-style-type: none"> • Clear "C" floor of students, and check classroom doors are locked. • Patrol "B" and "C" floors. • Monitor student entry into the toilets, no group entry and, where possible, only allow as many students enter as there are cubicles, others to wait outside, monitor for indications of vaping. Ensure the external toilet door remains open. • Year 12 students may work quietly in B5 and B7, there is no eating in the rooms and students should be using it as a quiet study space. • Supervise locker bays on the "B" and "C" floors when the first bell rings (10.50 am) until the second bell (11.00 am).


3	<ul style="list-style-type: none"> Collect Walkie Talkie from the Library. Clear "D" wing corridor of students, and lock "D" wing corridor at throughway end. All doors should be locked except the one opposite sickbay, the one leading to the office and the corridor far end door at MSS. Patrol area between PAC, library and "D" wing and the area between "F" wing and "D" wing from carpark to the breezeway. (See map) Unlock all "D" wing corridor doors at the first bell (10.50 am). Supervise lockers bays between "F" and "D" wings when the first bell rings (10.50 am) until the second bell (11.00 am). Return Walkie Talkie to Library
Pedestrian Gate	<ul style="list-style-type: none"> Collect Walkie Talkie from the Library. Arrive on or before the bell for the end of period 2 (10.35 am). Check that all students who leave the grounds have an Exit Pass, no students are to leave grounds for the recess break. Direct all visitors to sign in at the front office. Monitor the walkway, the car park and area in front of 3 Storey Building until the second bell (11.00 am). Return Walkie Talkie to Library
4	<ul style="list-style-type: none"> Collect Walkie Talkie from the Library. Monitor the area between Nindethana and the Gym, stand between the male and female toilets. Monitor student entry into the toilets. Only allow Year 7, no groups and only as many students in the toilets as there are cubicles, others to wait outside, monitor for indications of vaping. Supervise locker bays outside Gym when the first bell rings (10.50 am) until the second bell (11.00 am). Return Walkie Talkie to Library.
5	<ul style="list-style-type: none"> Collect Walkie Talkie from outside SCT office. Clear "F" wing corridor of students, and lock "F" wing corridor at both ends within the first 5-7 minutes of the start of recess (10.35 am). Patrol area between "F" wing and "G" wing from the toilets up to the Science centre including Rotunda area. Unlock "F" wing corridor at both ends at the first bell (10.50 am). Supervise locker bays of the rotunda and outside G6 when the first bell rings (10.50 am) until the second bell (11.00 am). Return Walkie Talkie to outside SCT Office.
6	<ul style="list-style-type: none"> Collect Walkie Talkie from outside SCT office. Supervise the COLA and basketball half court. Focus on the entry to the COLA. Ensure students don't take food onto the COLA. Clear area at the first bell (10.50 am). Supervise the external locker bays along F wing opposite G1 when the first bell rings (10.50 am) until the second bell (11.00 am). Return Walkie Talkie to outside SCT Office.
7	<ul style="list-style-type: none"> Collect Walkie Talkie from outside SCT office. Clear G6 and G7 corridor of students, and lock both ends of the "G" wing corridor within the first 5 minutes of the start of recess. Patrol the area between "R" portables and between "G" wing and "R" portables, including table tennis and chess areas. Ensure students aren't in the portables and the doors are locked. Clear area and unlock G6 and G7 corridor at both ends at the first bell (10.50 am). Supervise the external locker bays between G1 and R19 when the first bell rings (10.50 am) until the second bell (11.00 am). Return Walkie Talkie to outside SCT Office.
8	<ul style="list-style-type: none"> Collect Walkie Talkie from outside SCT office. Patrol oval area and the throughway in front of the "S" portables. Focus mainly on the oval. All students to be wearing shoes on oval Clear the area. Return Walkie Talkie to outside SCT Office.
FF	<ul style="list-style-type: none"> Collect Walkie Talkie from outside SCT office. Stand at the entry of "F" wing into the breezeway outside the female toilets and monitor students moving through the breezeway for the first 5 minutes of the start of recess (10.35 am). Once "F" wing corridors are locked, set up bollards and monitor student entry into the toilets. Only let female Year 8, 9 and 10 students access the toilets, no groups and only as many students in the toilets as there are cubicles, others to wait outside, monitor for indications of vaping. Monitor the area towards the breezeway between "D" and "F" wing and towards H1. Line of sight to those areas from entrance to toilets.

	<ul style="list-style-type: none"> Remove the bollards when the first bell rings (10.50 am) and supervise students in the breezeway and female toilets until the second bell (11.00 am). Return Walkie Talkie to outside SCT Office.
FM	<ul style="list-style-type: none"> Collect Walkie Talkie from outside SCT office. Stand at the entry of "F" wing into the breezeway outside the male toilets and monitor students moving through the breezeway for the first 5 minutes of the start of recess (10.35 am). Once "F" wing corridors are locked, set up bollards and monitor student entry into the toilets. Only let male Year 8, 9 and 10 students access the toilets, no groups and only as many students in the toilets as there are cubicles, others to wait outside, monitor for indications of vaping. Support FF duty if they are monitoring the yard area out the front of the toilets between "D" and "F" wing. Remove the bollards when the first bell rings (10.50 am) and supervise students in the breezeway and male toilets until the second bell (11.00 am). Return Walkie Talkie to outside SCT Office.

LUNCH DUTY

LUNCH 1 (12.40 PM – 1.05 PM)

Note: Must meet at the handover point to be relieved from duty by Lunch 2 staff and handover walkie talkie for applicable areas

Area	Duty	Handover Point 
1	<ul style="list-style-type: none"> Collect Walkie Talkie from the Library. Patrol Front of school (no ball sports) and area between PAC and "D" wing in front of H1 up to the path between PAC and Library. 	At front of school on path between PAC and 3 Storey Building
Canteen Person 1	<ul style="list-style-type: none"> Arrive on or before the bell for the end of period 4 (12.40pm) Stand inside the canteen, near the serving counter to regulate orderly queue behaviour and ensure students keep moving to windows to be served. Stop students congregating inside the canteen if they are not in the queue for food. No phones to be used by students to pay for food. 	In the Canteen
Canteen Person 2	<ul style="list-style-type: none"> Arrive on or before the bell for the end of period 4 (12.40pm). Close the barrier/gate between the entry and exit doors. Collect Walkie Talkie from canteen staff. Supervise outside between the exit door and sliding window. Students should be directed to move away from the pathway outside the Canteen, no students should be standing near, or leaning on, the handrails at the front of the canteen. 	At the Canteen exit
2	<ul style="list-style-type: none"> Collect Walkie Talkie from the library. Stand near the basketball courts Focus on tennis/basketball courts and monitor quadrangle between Nindethana, "H" centre and "D" wing. 	In front of Basketball courts
3 Storey Building	<ul style="list-style-type: none"> Clear "C" floor of students, and check classroom doors are locked. Patrol "B" and "C" floors. Monitor student entry into the toilets, no group entry and, where possible, only allow as many students enter as there are cubicles, others to wait outside, monitor for indications of vaping. Ensure the external toilet door remains open. Year 12 students may work quietly in B5 and B7, there is no eating in the rooms and students should be using it as a quiet study space. 	Outside SSS Office
3	<ul style="list-style-type: none"> Collect Walkie Talkie from the Library. Clear "D" wing corridor of students, and lock "D" wing corridor at throughway end All doors should be locked except the one opposite sickbay, the one leading to the office and the corridor far end door at MSS. Patrol area between PAC, library and "D" wing and the area between "F" wing and "D" wing from carpark to the breezeway. (See map) 	In the yard between Conference Room and Social Staffroom
Pedestrian Gate	<ul style="list-style-type: none"> Collect Walkie Talkie from the Library. Arrive on or before the bell for the end of period 4 (12.40 pm). Check that all students who enter or leave the grounds have Lunch Passes (Year 12 only) or an Exit Pass. Direct all visitors to sign in at the front office Monitor the walkway, the car park and area in front of 3 Storey Building. 	At the Pedestrian Gate

4	<ul style="list-style-type: none"> Collect Walkie Talkie from the Library. Monitor the area between Nindethana and the Gym, stand between the male and female toilets. Monitor student entry into the toilets. Only allow Year 7, no groups and only as many students in the toilets as there are cubicles, others to wait outside, monitor for indications of vaping. 	In front of Gym toilets
5	<ul style="list-style-type: none"> Collect Walkie Talkie from outside SCT office. Clear "F" wing corridor of students, and lock "F" wing corridor at both ends within the first 5-7 minutes at the start of lunch (12.40 pm) Patrol area between "F" wing and "G" wing from the toilets up to the Science centre including Rotunda area. 	In front of G5
6	<ul style="list-style-type: none"> Collect Walkie Talkie from outside SCT office. Supervise the COLA and basketball half court. Focus on the entry to the COLA. Ensure students don't take food onto the COLA 	Path near the Basketball Half Court
7	<ul style="list-style-type: none"> Collect Walkie Talkie from outside SCT office. Patrol the area between "R" portables and between "G" wing and "R" portables, including table tennis and chess areas. Ensure students aren't in the portables and the doors are locked. 	Breezeway between G5 and Uniform Shop
8	<ul style="list-style-type: none"> Collect Walkie Talkie from outside SCT office. Clear G6 and G7 corridor of students, and lock both ends of the "G" wing corridor within the first 5 minutes of the start of lunch (12.40 pm). When the uniform shop is open the G door at that end can remain open. Patrol oval area and the thoroughway in front of the "S" portables. Focus mainly on the oval. All students to be wearing shoes on oval. 	On oval between R8 and R10
FF	<ul style="list-style-type: none"> Collect Walkie Talkie from outside SCT office. Stand at the entry of "F" wing into the breezeway outside the female toilets and monitor students moving through the breezeway for the first 5 minutes of the start of lunch (12.40 pm). Once "F" wing corridors are locked, set up bollards and monitor student entry into the toilets. Only let female Year 8, 9 and 10 students access the toilets, no groups and only as many students in the toilets as there are cubicles, others to wait outside, monitor for indications of vaping. Monitor the area towards the breezeway between "D" and "F" wing and towards H1. Line of sight to those areas from entrance to toilets. 	At entry to "F" wing female toilets
FM	<ul style="list-style-type: none"> Collect Walkie Talkie from outside SCT office. Stand at the entry of "F" wing into the breezeway outside the male toilets and monitor students moving through the breezeway for the first 5 minutes of the start of lunch (12.40 pm). Once "F" wing corridors are locked, set up bollards and monitor student entry into the toilets. Only let male Year 8, 9 and 10 students access the toilets, no groups and only as many students in the toilets as there are cubicles, others to wait outside, monitor for indications of vaping. Support FF duty if they are monitoring the yard area out the front of the toilets between "D" and "F" wing. 	At entry to "F" wing male toilets




Yard Duty Map



Updated: 26 Feb 2025

LUNCH 2 (1.05 PM – 1.30 PM)

Note: Must meet at the handover point to relieve Lunch 1 staff from duty.

Area	Duty	Handover Point 
1	<ul style="list-style-type: none"> Collect Walkie Talkie from Lunch 1 duty staff. Patrol Front of school (no ball sports) and area between PAC and "D" wing in front of H1 up to the path between PAC and Library. Clear area at the first bell (1.20 pm). Supervise locker bays between PAC and 3 Storey Building when the first bell rings (1.20 pm) until the second bell (1.30 pm). Return Walkie Talkie to Library. 	At front of school on path between PAC and 3 Storey Building
Canteen Person 1	<ul style="list-style-type: none"> Arrive by 1.05pm to relieve L1 staff member Stand inside the canteen, near the serving counter to regulate orderly queue behaviour and ensure students keep moving to windows to be served. Stop students congregating inside the canteen if they are not in the queue for food. No phones to be used by students to pay for food. Students should be directed to move off to class when the first bell rings (1.20pm). Canteen window should be closed when the first bell rings (1.20pm). 	In the Canteen
Canteen Person 2	<ul style="list-style-type: none"> Arrive by 1.05pm to relieve L1 staff member and collect Walkie Talkie from them. Supervise outside between the exit door and sliding window. Students should be directed to move away from the pathway outside the Canteen, no students should be standing near, or leaning on, the handrails at the front of the canteen Students should be directed to move off to class when the first bell rings (1.20pm). Open barrier at end of lunchtime and return Walkie Talkie to canteen staff. 	At Canteen exit
2	<ul style="list-style-type: none"> Collect Walkie Talkie from the library. Stand near the basketball courts Focus on tennis/basketball courts and monitor quadrangle between Nindethana, "H" centre and "D" wing. Clear area at the first bell (1.20 pm) Supervise locker bays outside PAC when the first bell rings (1.20 pm) until the second bell (1.30 pm). Return Walkie Talkie to Library 	In front of Basketball Courts
3 Storey Building	<ul style="list-style-type: none"> Patrol "B" and "C" floors. Monitor student entry into the toilets, no group entry and, where possible, only allow as many students enter as there are cubicles, others to wait outside, monitor for indications of vaping. Ensure the external toilet door remains open. Year 12 students may work quietly in B5 and B7, there is no eating in the rooms and students should be using it as a quiet study space. Supervise locker bays on the "B" and "C" floors when the first bell rings (1.20 pm) until the second bell (1.30 pm). 	Outside SSS Office
3	<ul style="list-style-type: none"> Collect Walkie Talkie from Lunch 1 duty staff. Patrol area between PAC, library and "D" wing and the area between "F" wing and "D" wing from carpark to the breezeway. (See map) Unlock all "D" wing corridor doors at the first bell (1.20 pm). Supervise lockers bays between "F" and "D" wings when the first bell rings (1.20 pm) until the second bell (1.30 pm). Return Walkie Talkie to Library. 	In the yard between Conference Room and Social Staffroom
Pedestrian Gate	<ul style="list-style-type: none"> Collect Walkie Talkie from Lunch 1 duty staff. Arrive on or before the bell for the end of period 4 (12.40 pm). Check that all students who enter or leave the grounds have Lunch Passes (Year 12 only) or an Exit Pass. Direct all visitors to sign in at the front office Monitor the walkway, the car park and area in front of 3 Storey Building until the second bell (1.30 pm). Return Walkie Talkie to Library. 	At the Pedestrian Gate
4	<ul style="list-style-type: none"> Collect Walkie Talkie from Lunch 1 duty staff. Monitor the area between Nindethana and the Gym, stand between the male and female toilets. Monitor student entry into the toilets. Only allow Year 7, no groups and only as many students in the toilets as there are cubicles, others to wait outside, monitor for indications of vaping. 	In front of Gym toilets

	<ul style="list-style-type: none"> Supervise locker bays outside Gym when the first bell rings (1.20 pm) until the second bell (1.30 pm). Return Walkie Talkie to Library. 	
5	<ul style="list-style-type: none"> Collect Walkie Talkie from Lunch 1 duty staff. Patrol area between "F" wing and "G" wing from the toilets up to the Science centre including Rotunda area. Unlock "F" wing corridor at both ends at the first bell (1.20 pm). Supervise locker bays of the rotunda and outside G6 when the first bell rings (1.20 pm am) until the second bell (1.30pm). Return Walkie Talkie to outside SCT Office. 	In front of G5
6	<ul style="list-style-type: none"> Collect Walkie Talkie from Lunch 1 duty staff. Supervise the COLA and basketball half court. Focus on the entry to the COLA. Ensure students don't take food onto the COLA Clear area at the first bell (1.20 pm). Supervise the external locker bays along F wing opposite G1 when the first bell rings (1.20 pm) until the second bell (1.30 pm). Return Walkie Talkie to outside SCT Office. 	Path near the Basketball Half Court
7	<ul style="list-style-type: none"> Collect Walkie Talkie from Lunch 1 duty staff. Patrol the area between "R" portables and between "G" wing and "R" portables, including table tennis and chess areas. Ensure students aren't in the portables and the doors are locked. Clear area at the first bell (1.20 pm). Clear the area and unlock G6 and G7 corridor at both ends at the first bell (1.20 pm). Supervise the external locker bays between G1 and R19 when the first bell rings (1.20 pm) until the second bell (1.30 pm). Return Walkie Talkie to outside SCT Office. 	Breezeway between G5 and Uniform Shop
8	<ul style="list-style-type: none"> Collect Walkie Talkie from Lunch 1 duty staff. Patrol oval area and around the "S" portables. Focus mainly on the oval. All students to be wearing shoes on oval. Return Walkie Talkie to outside SCT Office. 	On oval between R8 and R10
FF	<ul style="list-style-type: none"> Collect Walkie Talkie from Lunch 1 duty staff. Stand at the entry of "F" wing into the breezeway outside the female toilets and monitor students moving through the breezeway. Only let female Year 8, 9 and 10 students access the toilets, no groups and only as many students in the toilets as there are cubicles, others to wait outside, monitor for indications of vaping. Monitor the area towards the breezeway between "D" and "F" wing and towards H1. Line of sight to those areas from entrance to toilets. Remove the bollards when the first bell rings (1.20 pm) and supervise students in the breezeway and female toilets until the second bell (1.30 pm). Return Walkie Talkie to outside SCT Office. 	At entry to "F" wing female toilets
FM	<ul style="list-style-type: none"> Collect Walkie Talkie from Lunch 1 duty staff. Stand at the entry of "F" wing into the breezeway outside the male toilets and monitor students moving through the breezeway. Only let male Year 8, 9 and 10 students access the toilets, no groups and only as many students in the toilets as there are cubicles, others to wait outside, monitor for indications of vaping. Support FF duty if they are monitoring the yard area out the front of the toilets between "D" and "F" wing. Remove the bollards when the first bell rings (1.20 pm) and supervise students in the breezeway and male toilets until the second bell (1.30 pm). Return Walkie Talkie to outside SCT Office. 	At entry to "F" wing male toilets

AFTER SCHOOL DUTY (3.10 pm – 3.30 pm)

Carpark Gate & Tennis Court Gate (1 staff member at each)

- Collect Walkie Talkie from the library
- Arrive on or before the bell for the end of period 6 (3.10 pm) at the exit to the Carpark Gate.
- Do not allow students to:
 - walk through car park.
 - ride bicycles in the schoolyard.
- Control vehicle traffic whilst students are exiting.

WET (OR EXTREME) WEATHER DUTY

Wet Weather Rooms

“R” portables only from R1 to R8 (Year 7)

- Open rooms that do not contain student books.

“F” wing only from F5 to F9 (Year 8)

- Open rooms that do not contain student books

“D” wing only from D3 to D15 (Year 9 and 10)

- Open rooms that do not contain student books

“B” floor (Year 11 and 12)

- Open B1, B3, B5 and B7

If a wet weather day is declared for lunch, the following Duty Areas apply for staff on duty.

Note: Areas 5, 6, Canteen, FF, and FM duties remain as usual on wet weather days.

Area	Duty
1 & 3	<ul style="list-style-type: none"> • Go to “D” corridor, help with crowd control and supervise rooms.
3 Storey Building	<ul style="list-style-type: none"> • Go to “B” floor, help with crowd control and supervise rooms, clear “C” floor.
2	<ul style="list-style-type: none"> • Go to Library and help with crowd control.
Pedestrian Gate	<ul style="list-style-type: none"> • Either stand at the gate with an umbrella or stand in 3 storey alcove and monitor students and visitors entering and leaving the grounds.
4	<ul style="list-style-type: none"> • Remain outside the Y7 Gym toilets
5	<ul style="list-style-type: none"> • Go to “F” corridor, help with crowd control and supervise rooms.
6	<ul style="list-style-type: none"> • Remain in COLA to supervise.
7 & 8	<ul style="list-style-type: none"> • Go to R block area, help with crowd control and supervise rooms.
Canteen	<ul style="list-style-type: none"> • Remain in Canteen to supervise.
FF	<ul style="list-style-type: none"> • Remain at the entry of “F” wing into the breezeway outside the female toilets to supervise.
FM	<ul style="list-style-type: none"> • Remain at the entry of “F” wing into the breezeway outside the male toilets to supervise.

Yard Duty Equipment

School staff are strongly recommended to wear a provided safety/hi-vis vest whilst on yard duty. If you do not have a hi-vis vest, please see the School Coordination Team. Sun protection is also recommended; sunscreen is available in the sickbay if staff do not have their own.

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. A handover location has been identified where staff changeover from the first half of lunch to the second half, see the table for Lunch 1 Duty.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students, unless advised to stand in a particular location eg at "F" wing toilets or Pedestrian Gate
- 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 parents/guardians onsite for the purpose of drop off and collection)
- 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 Management policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate either with the School Coordination Team, on Compass, with Sub Schools and/or on Edusafe Plus as appropriate

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 teacher is unable to conduct yard duty at the designated time, they should contact the School Coordination Team, with as much notice as possible, prior to the scheduled yard duty to ensure that alternative arrangements can be made.

If the supervising teacher needs to leave yard duty during the allocated time, they should contact the School Coordination Office but should not leave the designated area until the teacher relieving them has arrived in the designated area.

If the handover duty teacher does not arrive for yard duty, the teacher currently on duty should send a message to the School Coordination Office and 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.

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 School Coordination Team or Sub School 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

St Albans Secondary College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

St Albans Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students in Years 7-11 will be supervised.

During any periods of remote learning, while parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored for every class
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes.

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 and Training 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 may have one study block of five sessions per week. This will be timetabled as a formal 'study session' held in the study centre in the library or in a designated room on the B floor, and attendance will be recorded by a staff member. Students will not be permitted to leave school grounds during these sessions.

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 of Education and Training.

COMMUNICATION

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

- Included in staff induction processes including the induction handbook
- Discussed at staff briefings or meetings, as required
- Available on Compass in the Policies section of school documentation
- Included in our staff handbook

Information for parents and students on supervision before and after school is available on our school website.

FURTHER INFORMATION AND RESOURCES

On 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	28/04/2025
Approved By	Principal
Approved Date	
Next Scheduled Review Date	March 2027

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

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