MOUNT ELIZA
SECONDARY COLLEGE

YARD DUTY AND SUPERVISION

Mount Eliza Secondary College is committed to safe and wellbeing of all children and young people. This will be our primary focus of our care and decision making.

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Mount Eliza 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

Mount Eliza Secondary College's grounds are supervised by school staff from 8:35am until 3:15pm. Outside of these hours, school staff will not be available to supervise students.

Staff are scheduled to supervise the Quadrangle, the front of school Administration areas and the Bus Bay from 3pm to 3:15pm.

Students who may wish to attend school outside of these hours (e.g. extra-curricular activities such as Production Rehearsal) need to be supervised directly by specific staff according to prior arrangement.

Yard duty

All staff at Mount Eliza Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Mount Eliza Secondary College, school staff will be designated a specific yard duty area to supervise.

Students are not allowed to have bags at recess or lunch. Students are not allowed in corridors during recess and lunch.

Yard duty zones

The designated yard duty areas for our school (as at Term 3, 2022) are:

CQ – Canteen queue: Supervise the queue. In the purchasing area of the canteen, students should not have bags with them in the queue and then should move out of the sales area once they have been served.

QA - Quad/Admin: This area covers the perimeter of the administration/canteen block and quadrangle. Ball games are not permitted to be played in the quad area; students should be directed to the oval (ie. football) or courts (ie. basketball).

T- Toilets: This duty is located within the quadrangle between the Year 7 locker bay areas. Staff are asked to monitor students going in large groups into the bathrooms and ask those who are not using the facilities to wait outside.

VE – Veranda: Patrol along the second story veranda of M and S block in front of the Music centre, Year 8, 9 and 10 areas. Students shouldn't be in this area once they have been to their lockers and have their snack/lunch, unless they need to see a teacher. All other students should be sent back downstairs.

OG – Oval/Gym: This area covers the oval and around the gym. Students are out of bounds if they are at the back or sides of the gym or Banksia (VMC) building. Students should be visible by a teacher from the oval.

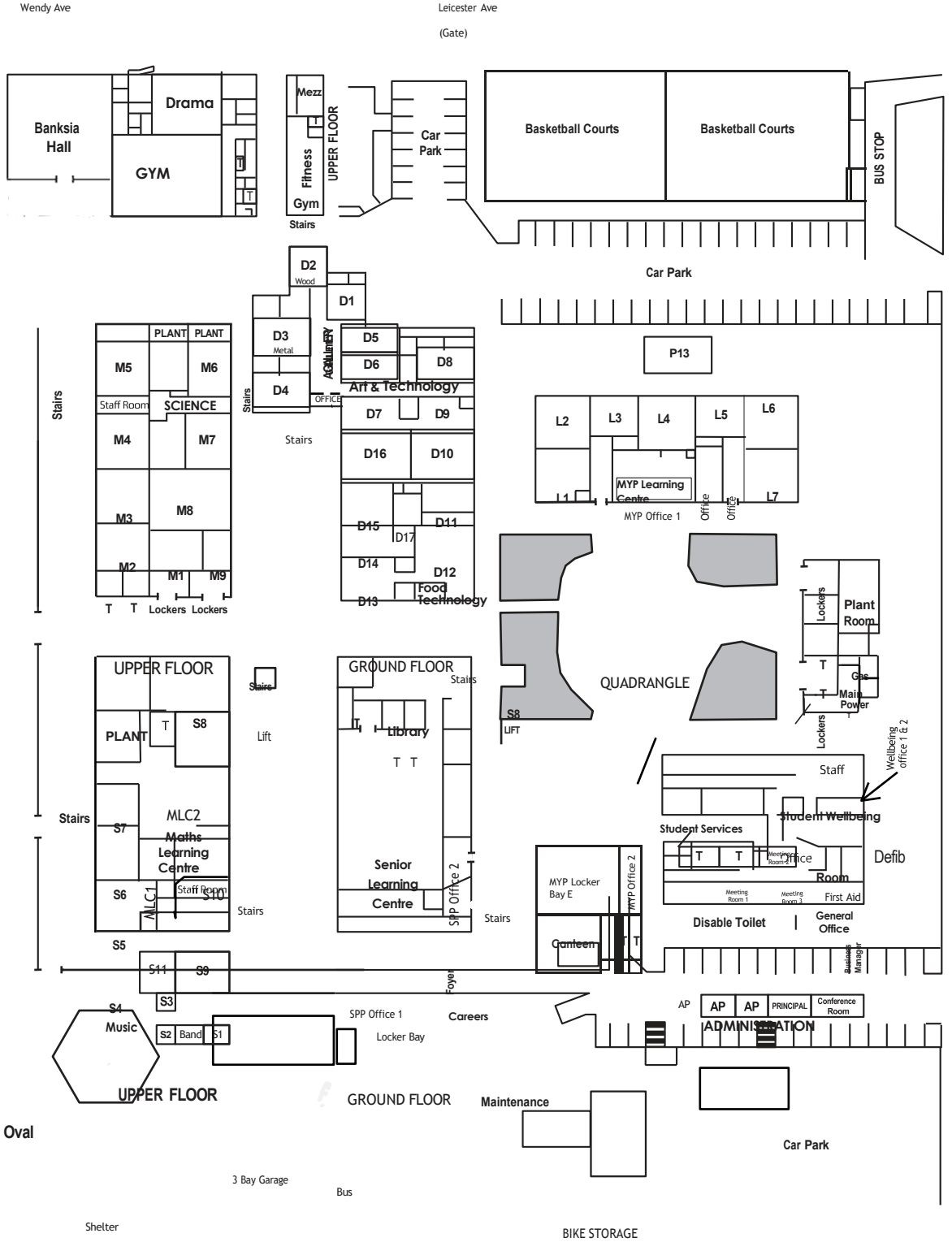
Oval #2: This is support for the Oval/Gym yard duty so that two staff are able to cover this area.

BC – Basketball courts: This area covers the back of the junior (L) building down to the end of the Design building and in front of the gym, through the basketball courts to the front of the school. Students should not be playing football on the hard courts and should not be in the bus bay area.

AS – Quad/Admin: Front of the school and bus area/basketball courts.

SLC/Library: Supervision of students in the Senior Learning Centre and those who are accessing the library programs. Provide support to the librarian and ensure that there are a suitable number of students in the library who are engaged in appropriate library activities.

Mount Eliza Secondary College Plan



Warana Way

(Gate)

M:/Admin/Maps/MESC School map 07-25

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. Staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are available from Administration for new staff members and from Daily Org for CRTs.

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 (excluding drop-off and collection periods)
- 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 Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass

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 staff member is unable to conduct yard duty at the designated time, they should contact the Daily Organiser or a member of the Principal Team 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 or a member of the Principal Team, 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 administration team to notify the Daily Organiser or a member of the Principal Team 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.

Classroom

Teachers must always be conscious of the fact that they have a legal responsibility for the supervision of all students in their care during class.If a student is permitted to leave the classroom, they must be given the teacher lanyard for permission.

If a student's behaviour is such that they are asked to leave the room, they must be directed to the General Office and an email to timeout@mesc.vic.edu.au needs to be sent. Where the teacher has concern for the student, it may be appropriate for another student will accompany them to ensure they go to the designated area.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first email timeout@mesc.vic.edu.au 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.

The College has a clear process for the approval of all proposed School Activities, Camps and Excursions. This process has been put in place to ensure that the College fulfils its Duty of Care by implementing appropriate staff /student ratios for all events. The Operations Committee meets weekly to ensure that all relevant information has been provided and that all relevant Departmental ratios and Guidelines are complied with. The Operations Committee also checks the educational rationale for all proposed School Activities, Camps and Excursions and that they do not create excessive disruption to the effective operation of the College. Staff need to provide all relevant information to the Operations Committee at least 6 weeks prior to the proposed Activity or Excursion. Camps need to be approved before the end of the previous school year as parents need to be notified well in advance and the dates entered on the College Calendar. The Principal then checks these before taking them to the School Council for approval.

Digital devices and virtual classroom

Mount Eliza Secondary 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 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 will have one study block of four sessions per week. This will appear as 'Study Period SLC' sessions on a student's Compass timetable and students must sign into the Senior Learning Centre for attendance. Students will not be permitted to leave school grounds during these sessions. Some Year 11 students may have Study Periods – this will be on individual basis and they must follow the same arrangements as Year 12 students.

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
- Made available in hard copy from school administration upon request

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

This policy will also be updated if significant changes are made to school grounds that require a revision of Mount Eliza Secondary College's yard duty and supervision arrangements

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2025
Approved by	Principal
Next scheduled review date	September 2026

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