VERMONT SECONDARY COLLEGE

YARD DUTY AND SUPERVISION POLICY 2026

Help for non-English speakers*
If you need help to understand the information in this policy, please contact the General Office.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Vermont 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

Vermont Secondary College's grounds are supervised by school staff from 8:18 am until 3:32 pm.

Before and after school, school staff will supervise the Morack Rd entrance adjacent to the school crossing (8.18 am – 8.40 am & 3.00 pm – 3.22 pm). At the end of the school day, staff will also supervise the loading of the buses that pickup students in the school grounds (3.10 pm – 3.32 pm).

Students who may wish to attend school outside of these hours are encouraged to attend the Library between the hours of 8.00 – 8.40 am and 3.10 – 4.00 pm. Students may also work in the Senior Study Centre before school from 7.30 am to 8.40 am and after school from 3.10 – 4.30 pm.

Yard duty

All teaching staff at Vermont Secondary College are expected to assist with yard duty supervision and will be included in the fortnightly roster.

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

Students leaving school premises

Students must have written permission from a parent or carer to leave school premises during the school day. Students should sign-in or out through the Compass Kiosk at the General Office.

Yard duty zones

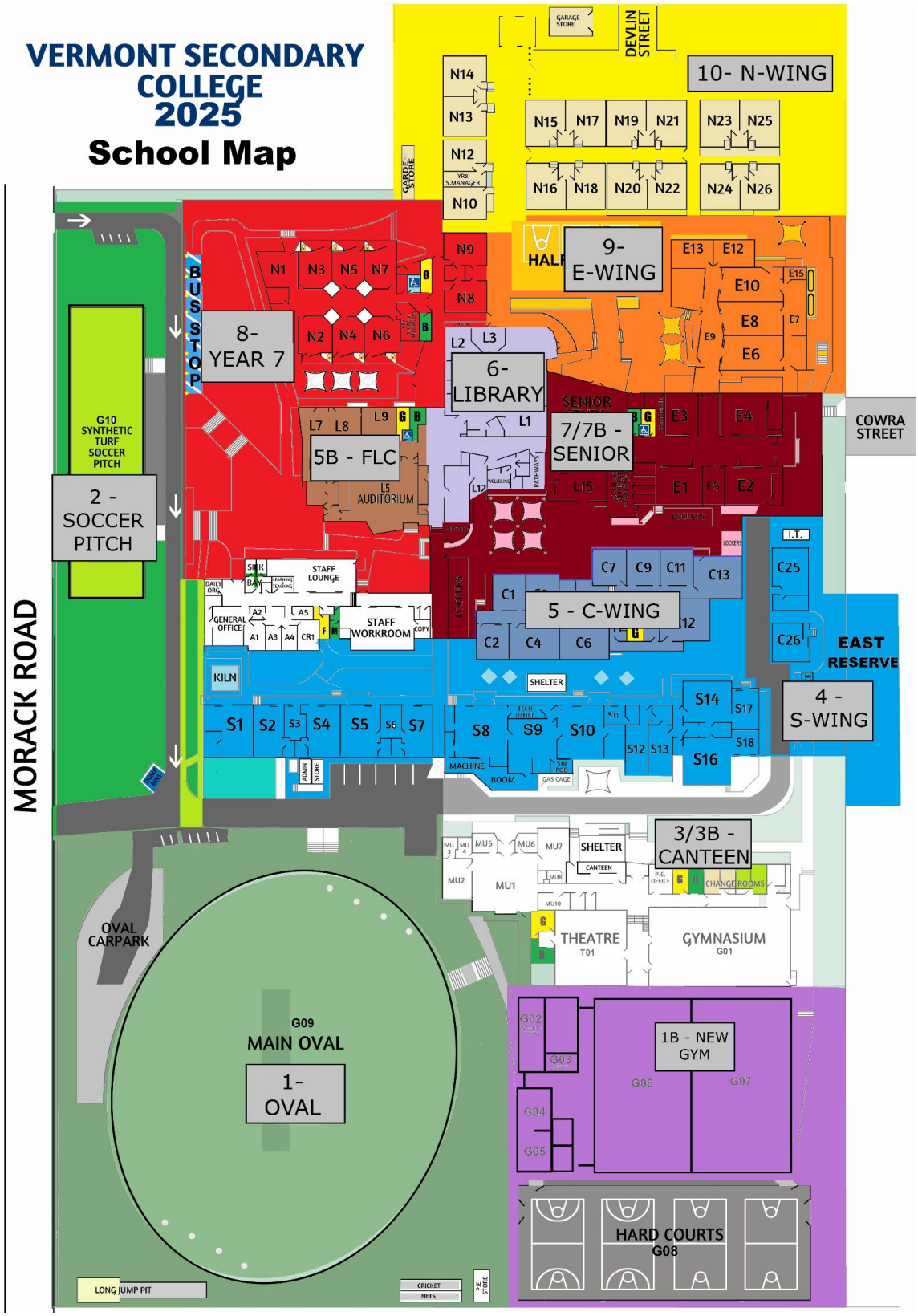
The designated yard duty areas for our school (as at Week 1, Term 1, 2026) are:

Area	Description
Area 1	**Main Oval & Basketball Courts (Change Over: Turning Bay next to Music Centre)** Check the front of the school for unwelcome visitors. Students should be in clear view at all times. They are not allowed down the front embankment or the embankment near the pine trees at the far side of the oval. Students are not to loiter near entrances/exits. Move around the oval and basketball courts, **students are not permitted behind the basketball courts** **Wet Day: G01 Gym Foyer, Behind the G01 Gym** **Change over: Gym Foyer**
Area 1B	**New Gym (Change Over: Gym Entry- oval side)** **Circulate external perimeter of the New Gym.** Students are not permitted to loiter between the Gym and Cowra Street. Students are not permitted in the Gym during Recess/Lunch breaks unless actively supervised by a teaching staff member. **Wet Day: New Gym and Basketball Courts** **Change over: Gym Entry- (oval side)**
Area 2	**Soccer Pitch and Circular Driveway (Change Over: Bottom of the main steps)** Check the front of the school for unwelcome visitors. Students should be in clear view at all times. They are not allowed down the front embankment in front of the soccer pitch. Students are not to loiter near entrances/exits or the front fence. Make sure games on the soccer pitch are appropriate and the area is being shared by all students wishing to use the surfaces. Students eating on the synthetic surface must use the bins provided. Check the safety of cars and that students are not in the car parking areas or loitering around vehicles.

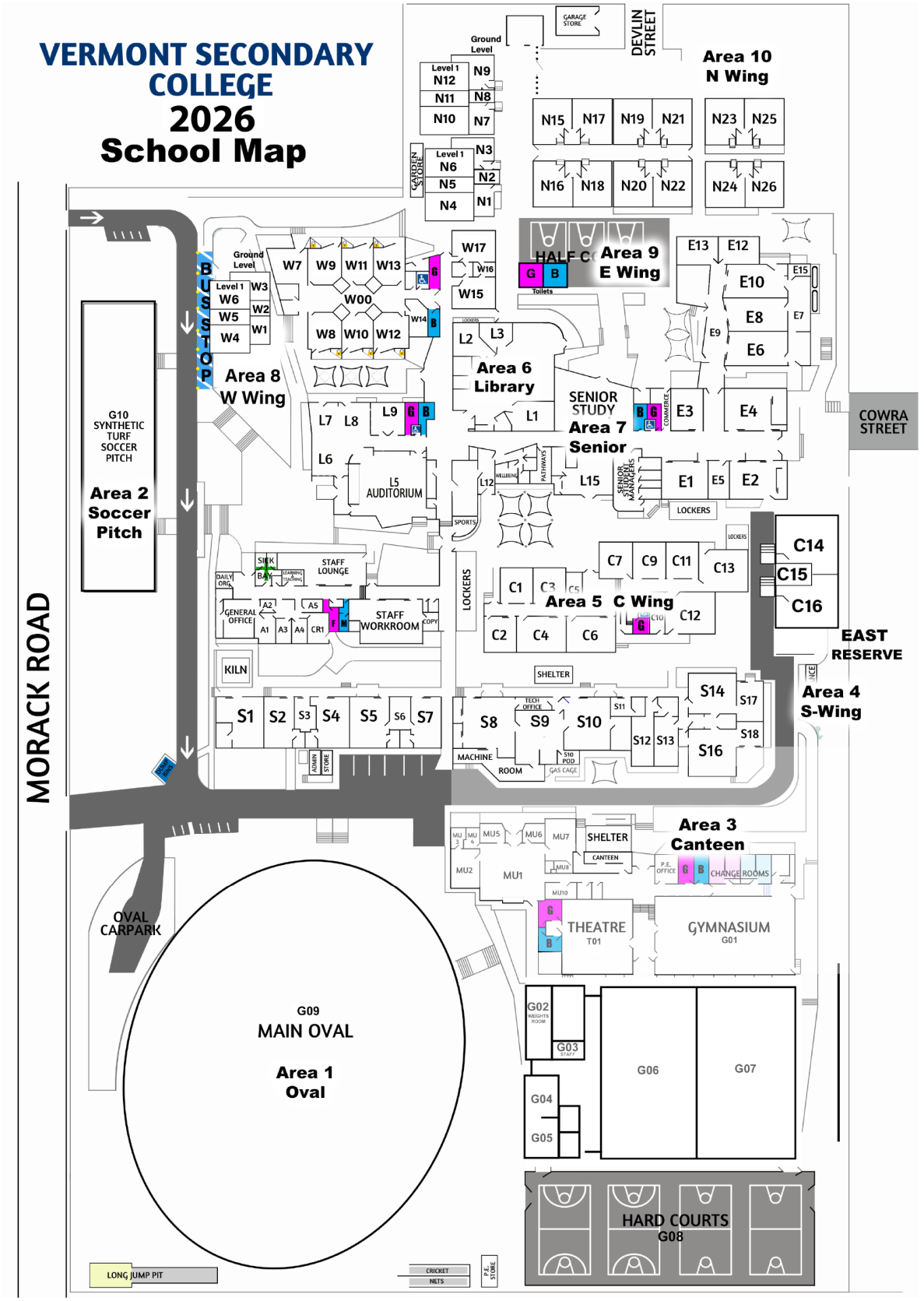
	Wet Day: Main corridor from Area 5 FLC – to Area 8 **Change over: Outside FLC toilets**
Area 3/3B	**Canteen Area** The primary responsibility of staff in this area is to supervise the canteen queue, at recess or in the first half of lunchtime. Ensure orderly queuing, sensible behaviour and no queue-jumping. Students not ordering food should be asked to move away from the general canteen area. Please support the canteen staff and ensure that students are polite to the canteen staff. When the canteen rush subsides, please check the gym foyer. Students should **NOT** be in the foyer at recess or lunchtime. **Wet Day: Canteen Area** **Change over: Canteen Area**
Area 4	**Year 9 House Area, including Garden of Eleebanna & the East Reserve (Change Over: At the end of the main corridor, near the Woodwork room)**

VERMONT SECONDARY COLLEGE 2025

School Map



VERMONT SECONDARY COLLEGE
2026
School Map



Yard duty equipment
School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.
- Carry their mobile phone.
- Be familiar with the yard duty policy and yard duty playbook.

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
- ensure students remain in their designated year level zones
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- seek support from the Principal class as required by calling the General Office and requesting help
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures
- ensure that students who require first aid assistance receive it as soon as practicable
- Report any incidents or near misses to relevant Student Managers, Heads of House or Principal class
- Record incident on Compass using the 'Concerning Behaviour – Yard Duty' post. Please ensure you include relevant Student Manager in the notification chain.

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 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 a next duty teacher does not arrive for yard duty, the teacher currently on duty should send a message to Daily Organisation and/or call a member of the Principal class. Do **not** leave the designated area until a relieving teacher has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

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 General Office who will find an appropriate person (Principal Class/Leading Teacher) to provide 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 Camp Leaders 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 Excursions Policy.

Digital devices and virtual classroom

Vermont Secondary College follows the department's Digital Technologies - Responsible Use policy with respect to supervision of students using digital devices.

Vermont Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in the Library, Support Room or Senior Study Centre.

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

Students who have a timetabled non-teaching period should work in the Senior Study Centre, Library or Support Room.

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

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

FURTHER INFORMATION AND RESOURCES

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

- Child Safe Standards
- Digital Technologies - Responsible Use
- 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	December 2025
Approved by	Principal
Next scheduled review date	December 2027

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