



Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact a member of the Leadership Team.

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at APC, 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

APC's grounds are attended by school staff from 8.50 am until 3.30 pm. Outside of these hours, school staff will not be available to supervise students.

Albert Park College will provide staff supervision for students arriving before school between 8.50 am and 9 am.



The school will provide staff supervision for students after school between 3:00 pm and 3:10 pm.

Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

The school Principal or their nominee will allocate sufficient teachers to supervise students during these periods.

Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the Principal or their nominee.

Students who wish to attend school outside of these hours will be able to attend the library at the Danks Street Campus or the Reading Room at the Liberal Arts Campus, which are open between 8.30 am and 4.30 pm. It is expected that students sign in and out of the Front Reception at the relevant campus when accessing these spaces at times outside of scheduled classes. Alternate programs may also be arranged during the school year, providing additional support to students, and such activities will have additional approvals sought from parents and carers.

Yard duty

All teaching staff at APC are expected to assist with yard duty supervision and will be included in the yard duty timetable, issued on Compass.

At APC, in order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each term allocating teachers to supervise students in defined areas of the school grounds during these times. The timetabler and Principal Team are responsible for preparing and communicating the yard duty roster on a regular basis and staff are able to view their yard duty allocations via Compass scheduling.

Yard Duty zones, along with maps, are outlined in [Yard Duty - Staff Expectations](#), which is available to all staff on the Beacon.

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:

- carry a mobile phone device for emergencies
- 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 sign in at the Front Reception of campus and are provided with a visitor badge.
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed on the grounds
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the College's [Charter of Respect](#)
- ensure that students who require first aid assistance receive it as soon as practicable, and seek assistance when necessary
- log any incidents or near misses as appropriate using Compass and EduSafe Plus.

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 Front Reception 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 contact Front Reception 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.

A Yard Duty- Staff Expectations document is available for staff that contains specific and campus-related information about yard duty responsibilities.

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 Front Reception for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.



Unauthorised departure from school

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed as soon as staff has become aware of this.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the Department's Incident Support and Operation Centre on 1800 126 126 and where appropriate, the local police.

Early departure of students prior to dismissal time

All students must be signed out of the school with parent/carer/guardian authorisation if departing prior to dismissal time. Details of the student and a reason for early departure is to be recorded on Compass. If a student has not been signed out by a parent on Compass prior to early departure, staff must contact their parent/carer/or guardian to seek authorisation. This will likely be organised through Front Reception.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person 16 years and over.
- No students will be sent home on their own outside of normal dismissal time, unless authorised by a parent/carer/guardian.
- Parents must advise of their consent per individual sign out; parents cannot grant their child ongoing permission for early departure from the College.
- At excursions and other off-site activities, students can only depart prior to dismissal time with (written) notice from parents/carers at least 24 hours in advance.

Senior students with free periods are permitted to depart from school prior to dismissal time but are still required to sign out at reception at their respective campus (i.e. Pickles Street, Danks Street, Studio 120).

Movement between campuses

Students are not required to sign in or out if they are attending a class at a different campus unless they are late.

Arrangements for students not collected after school

Parents and carers will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents and carers. Students remaining in the



school-yard awaiting collection after 3.45 pm will be directed to the Reception of each campus.

If it becomes known that a student, who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parent or carer or the emergency contact person identified by the parent/guardian in the school records.

Where all reasonable attempts have been made to locate the parent or carer and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Family, Fairness and Housing, for them to arrange for the care and protection of the student.

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](#).

Where excursions are held off-site and out of the immediate area of the College, permission will be sought and granted via the Compass platform. All excursions for students in Years 7 to 9 will begin and end at a campus of the College. For excursions for students in Years 10 to 12, excursions will begin and end at a campus of the College, with an option for students to meet at or depart from the excursion venue where it is appropriate. In such cases, written permission must be provided by the parent or carer at least 24 hours prior to the departure of the excursion, though travel accompaniment will be provided by default.

Digital devices and virtual classroom

APC follows the Department's [Digital Technologies- Responsible Use Policy](#) with respect to supervision of students using digital devices.

APC will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school sites. In these cases, students will be supervised in a class Google Meet where they have access to all learning materials and resources to ensure the continuation of learning.

While parents are responsible for the appropriate supervision of students accessing learning resources from home:



- student attendance will be monitored in every class
- 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 disabilities 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 and community engagement programs

When students are participating in workplace learning and community engagement programs, such as work experience, community service and volunteering, 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's policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

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

Independent Study

Senior students may have study periods allocated in their weekly timetable. During this time, Y12 students may make use of the VCE/IB Study Centre, or they may return home or attend a local library. Students in Y11 or Y10 must remain onsite in the VCE/IB Study Centre.

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 APC will follow the operations guidance issued by the Department.



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](#)

Evaluation

This policy and procedure will be reviewed on a 2 year cycle. This policy will also be updated if significant changes are made to school grounds that require a revision of APC's yard duty and supervision arrangements.

Date implemented	December 2015
Responsibility	Foundation Principal
Endorsed by	Principal Team
Date reviewed	November 2024
Next review date	November 2026
Version control	v.1 (2015) v.2 (2022 - 2024) v.3 (2024- current)