



HEALESVILLE
HIGH SCHOOL

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Healesville High School on (03) 5962 4088 or via email at healesville.hs@education.vic.gov.au.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Healesville High School, 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

Healesville High School's grounds are supervised by school staff from 8:40am until 3:15pm. Outside of these hours, school staff are not available to supervise students.

Before school, staff supervise key student areas including the main yard, courtyard and student entrances. After school, staff supervise student exits, bus areas and main collection points to support the safe departure of students from the school grounds.

Students who arrive before 8:40am are expected to wait in designated supervised areas. Students remaining on school grounds after 3:15pm must be involved in a supervised school activity or have prior arrangements approved by the school.

Parents/carers are requested to ensure students do not arrive at school significantly before supervision commences and are collected promptly at the end of the school day where appropriate.

Before school staff and after school staff will remain vigilant and actively supervise student behaviour to ensure a safe and orderly environment.

Students who wish to attend school outside of these hours are expected to attend a supervised school activity, program, study session or extracurricular activity approved by the school. Students attending activities outside normal school hours may be required to sign in and out through the school office or with the supervising staff member where appropriate.

Yard duty

All staff at Healesville High School are expected to assist with yard duty supervision and will be included in the weekly yard duty roster.

The Daily Organiser and Assistant Principal are responsible for preparing and communicating the yard duty roster on a regular basis. At Healesville High School, staff are allocated designated supervision areas across the school grounds to ensure appropriate coverage of student spaces during recess, lunch and before and after school periods.

Students leaving school premises

Students are not permitted to leave the school grounds during the school day unless approval has been provided by the principal or delegated staff member.

Students under 18 years of age who need to leave school grounds during the school day must provide parent/carer permission through Compass, written communication or direct parent/carer contact with the school.

Students leaving school during the day are required to sign out through the school office before departing the school grounds and sign back in upon return where appropriate.

Yard duty staff are responsible for monitoring school exits during supervision periods and directing students without approved permission back to the school office.

Yard duty zones

The designated yard duty areas for Healesville High School are reviewed regularly and communicated to staff through the school's yard duty roster and supervision map.

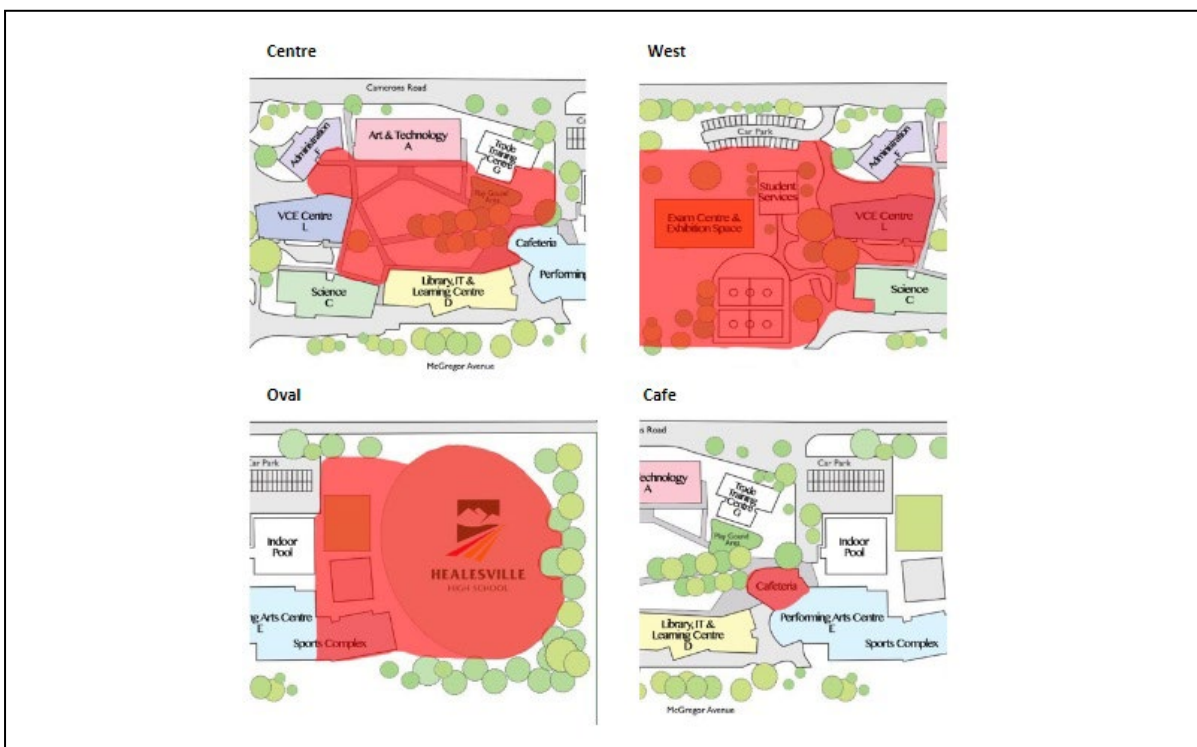
Yard duty areas include:

- central courtyard areas
- outdoor seating and recreation spaces
- oval and sporting areas
- canteen and eating areas
- toilet and changeroom facilities
- walkways and student access points
- bus collection and departure areas.

Staff are required to actively supervise their allocated area and respond promptly to any safety, wellbeing or behavioural concerns.

Zone	Area
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Zone 1	Centre
Zone 2	Oval (Terms 1 and 4) / C-Building (Terms 2 and 3)
Zone 3	West
Zone 4	Cafeteria
Zone 5	Stadium (PE qualified staff only)



Yard duty equipment

School staff must:

- Actively supervise students at all times
- Not leave the area between yard duty times until the next staff member is present
- During second half lunch yard duty walk with students assigned to duty in their zone

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

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
- 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 policies
- 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 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 office 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 the office 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

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 another member of teaching staff 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 [Excursions Policy](#).

Digital devices and virtual classroom

Healesville High School follows the department's [Digital Technologies - Responsible Use policy](#) with respect to supervision of students using digital devices.

Healesville High School 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 their year level learning space, and/or any other areas as deemed necessary for the content of any specific activity.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored
- 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 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 access to study periods as per their timetabled classes. This independent study will take place in the senior school building where teacher supervision and support will be provided. 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.

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 and parent reminders are sent at the beginning of each term in our school newsletter.

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	May 2026
Approved by	_____, Principal
Next scheduled review date	May 2028

This policy will also be updated if significant changes are made to school grounds that require a revision of Healesville High School’s yard duty and supervision arrangements.