



YARD DUTY & SUPERVISION

POLICY

PURPOSE

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

SCOPE

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

Mortlake College's grounds are supervised by school staff from 8.40am until 9.00am, 11.00am to 11.20am, 1.20pm to 2.10pm and 3.20pm to 3.35pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise Area A & Area B (including corridors), rear (Tea Tree Lake) & front (Bus &, Activity Centre & Front parking areas) access. (Refer to map on page 3)

Parents and carers will be advised through eg: a notification on our school website/ Compass app, regular reminders in our newsletter that they should not allow their children to attend Mortlake College outside of these hours. Families will be encouraged to contact Principal on 0355 992204 or refer to [Their Care](#) for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available and the parent consents)

- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Students who wish to attend school outside of these hours will be expected to sign in and out at the front office.

Yard duty

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

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Mortlake College, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

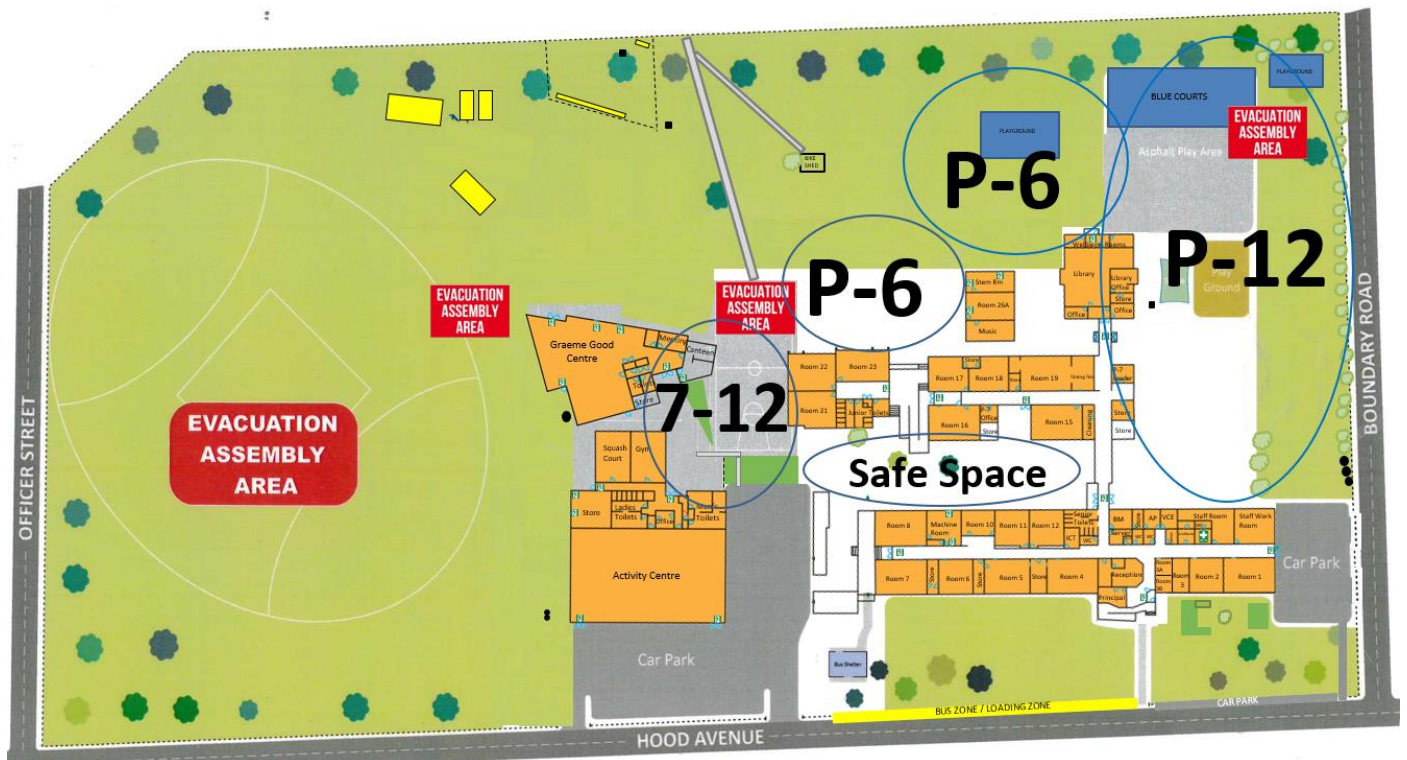
The designated yard duty areas for our school are as below. Mortlake College has designated year level zones, as shown below.

AREA	DESCRIPTION
AREA A	Red area as shown below
AREA B	Blue area as shown below

MORTLAKE COLLEGE



MORTLAKE COLLEGE



Students leaving school premises

The principal/ VCE Co-ordinator is responsible for approving any request for a student to leave the school premises, e.g. during lunch time. Students under 18 must have written permission from a parent or carer.

Students must have a **Lunch Pass Permission Form** signed by a parent/carers before they are permitted to leave the College grounds during lunchtime.

- **Year 12 students:** Have permission to travel into the township during lunch.
- **Years 8–11 students:** Have permission to travel to their home during lunch.
- Students must **sign out at the General Office no earlier than 1.20 pm.**
- Students must **sign back in at the General Office before 2.05 pm.**
- Students are required to follow all sign-out and sign-in procedures each time they leave the College grounds.

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Each teaching staff member has been supplied with their own safety/hi-vis vest. Spare vests can be found in the staff work room.
- Each teaching staff member has been provided with an individual first aid bum bag. Yard duty staff members are to carry the yard duty first aid bum bag at all times during supervision. Spare yard duty first aid bum bag can be found in the staff work room.
- Staff are to carry a mobile phone or communication radio (available at the general office) whilst on yard duty
- Staff must wear hats and sun block in Terms 1 & 4 in line with the schools “sunsmart” policy.

- Be familiar with student health and safety information. Student health information is available on Compass and individual medical condition information is available in the blue folders in the first aid room. Staff are to make sure they are aware of any information relating to student safety such as frequent absconders, parents who pose a serious risk to safety etc

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 (excluding drop off and collection periods)
- ensure students remain in their designated year zones
- 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 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 as soon as practicable.
- All teachers on duty have a responsibility to direct students to pick up litter.
- Activity Centre: only students in suitable sports clothing are to use the court area and gym areas. If students are upstairs they should be watching sports matches on the court area or playing table tennis(permission required from PE staff)
- Enforcement of the schools sun smart policy: where all students (&staff) are expected to wear a hat outside at recess and lunchtime in Terms 1 & 4. Students without hats are to be directed to the shaded areas.
- Students are not to eat in the corridors or classrooms with the exception of 'designated lunch rooms'. All teachers are asked to strictly enforce this policy.

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 Assistant Principal and/or 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 Assistant Principal 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 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.

Please refer to the *Student Wellbeing and Engagement Policy* to ensure staff understand Mortlake College's disciplinary procedures.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact Leadership Team 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

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

Mortlake 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 Room 3A where students will undertake virtual and remote learning while at school.

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 10, 11 & 12 students will have study periods allocated. This will be timetabled as a formal 'study period' Students will not be permitted to leave school grounds during these sessions, unless they meet the requirements of the Year 12 Attendance policy.

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
- Included as a reference in our school newsletter each term
- 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 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	8 September 2026
Approved by	Principal
Next scheduled review date	September 2028

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