



Help for non-English speakers

If you need help to understand the information in this policy, please contact Lilydale High School on 03 9735 5644

Yard Duty and 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 Lilydale 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

Lilydale High School's grounds are supervised by school staff from 8:30am until 3:20pm (only the bus bays at the Melba Avenue entrance are supervised after school). Outside of these hours, school staff will not be available to supervise students.

School staff will supervise students as follows:

- Before school (8:30am – 8:40am)
- Recess (10:40am – 11:07am)
- Lunch (1:10pm – 1:47pm)
- After school (2:55pm – 3:20pm)

Yard duty

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

The Head of Operations is responsible for preparing and communicating the yard duty roster. At Lilydale High School, teaching staff will be designated a specific yard duty area to supervise.

Yard duty zones

1	Junior school: year 7 lockers and deck
2	Junior school: year 8 lockers and walkway around reception, playground and zoology
3	Junior school: toilets
4	Middle school: south quadrangle, year 9 lockers and out of bounds area (Melba Avenue)
5	Middle school: north quadrangle, year 10 lockers and PAC
6	Senior school: VCE lockers, VCE oval and VCE centre
7	Senior school: William Street gate to VCE canteen and driveway between Hall and VCE centre
8	Canteen: junior/middle school windows (oval side)
9	William Street gate, crossroads and VCE canteen
10	Tennis courts, multimedia centre and area around room 94
11	Rooms 27 – 33, central hub and pathway between zoology and reception
12	North/south quadrangles and P-Wing
13	Stadium carpark, Hutchinson Street gate and back of oval
14	Main oval (top) and playground
15	Junior school toilets
16	Junior school wing, deck and Year 8 lockers
17	VCE lockers, VCE centre, VCE oval and PAC
18	William Street gate
18	Multimedia centre, tennis/basketball courts and area around room 94
20	Hutchinson Street gate, stadium carpark and back half of oval
21	Canteen (oval side) – tennis court end
22	Canteen (oval side) – portable end
23	VCE canteen, rooms 27 – 33, central hub and pathway between zoology and reception
24	Main oval (top half) and playground
25	Junior school toilets
26	Junior school toilets
27	Junior school deck and Year 8 lockers
28	South quadrangle, P-Wing, north quadrangle and Arts building
29	Middle school toilets
30	Middle school toilets
31	VCE lockers, VCE oval, VCE centre and PAC
32	William Street gate
33	Multimedia centre, tennis/basketball courts and area around room 94
34	Hutchinson Street gate, stadium carpark and back half of oval
35	Canteen (oval side)
36	VCE canteen, rooms 27 – 33, central hub and pathway between zoology and reception
37	Main oval (top half) and playground
38	Junior school toilets
39	Junior school toilets
40	Junior school deck and Year 8 lockers
41	South quadrangle, P-Wing, north quadrangle and Arts building
42	Middle school toilets

43	Middle school toilets
44	VCE lockers, VCE oval, VCE centre and PAC
45	Bus area 1
46	Bus area 2
47	Bus area 3
48	Bus area 4
49	Bus area 5

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty
- have their phone on them in case of emergency.

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
- 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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate

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 Head of Operations 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 Head of Operations 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 Head of Operations 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 the relevant sub-school 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 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

Example School 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 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](#)

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 our staff handbook
- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2025
Approved by	Principal
Next scheduled review date	August 2027

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