Dromana Secondary College Yard Duty and Supervision Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact Dromana Secondary College by telephoning 03 5987 2805.

PURPOSE

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

SCOPE

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

Dromana Secondary College grounds are supervised by school staff from 8.00am until 4.00pm. Outside of these hours, school staff will not be available to supervise students.

Enhancement Classes.
Students who are attending Enhancement classes before and after school will be supervised by their Enhancement Teacher in the designated location for the Enhancement Class during the designated class duration times. Parent drop off and pickup requirements are outlines as part of the signup process for each individual Enhancement Class.

Other Out of Hours Programs/Events

Any out of hours programs and or events run by the College will have the supervision outlined in the signup process.

Yard duty

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

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

Students leaving school premises

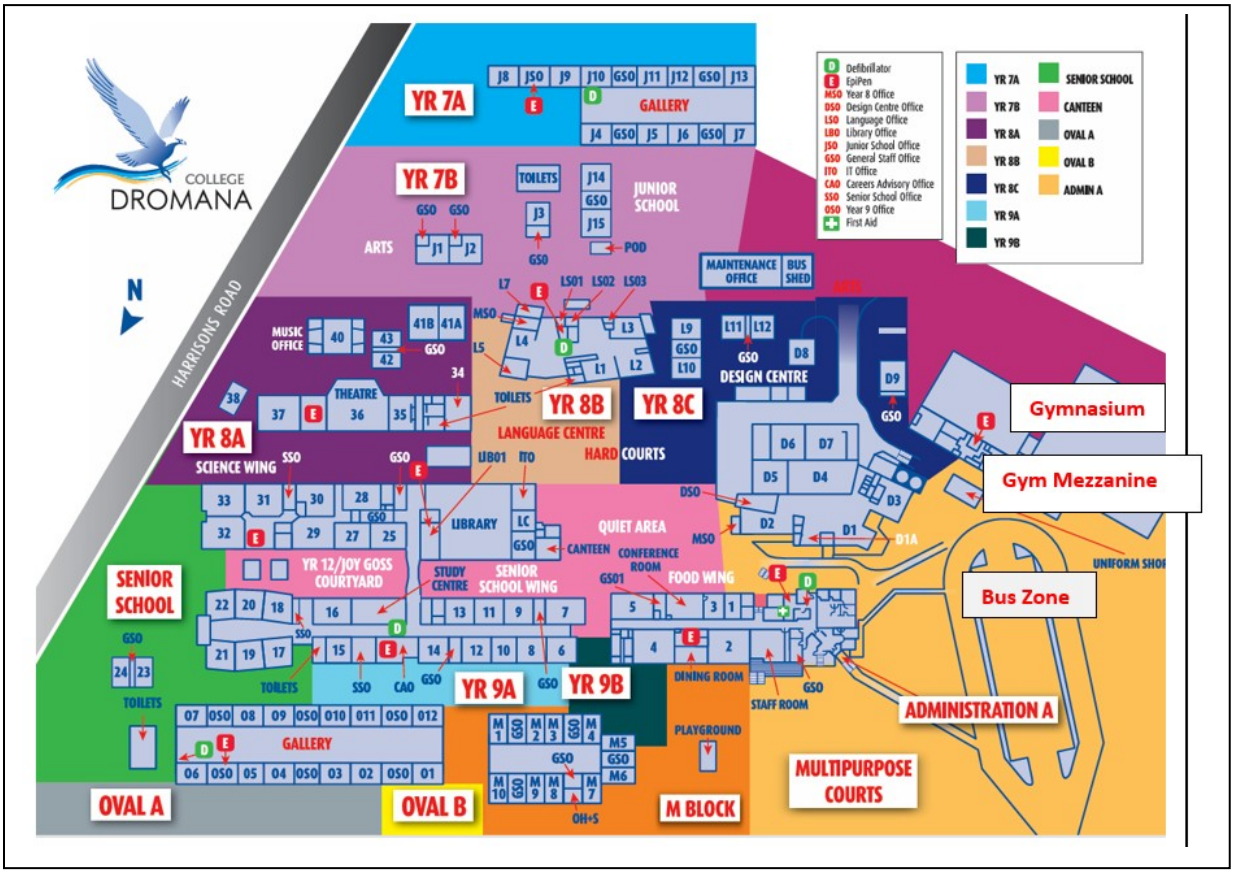
The principal is responsible, through his nominees - assistant principals and year level team members for approving any request for a student to leave the school premises, including during recess and lunch time. Students under 18 must have written permission from a parent or carer.

This written permission must be countersigned by the principal or his nominee and be presented at the administration office when the student is due to leave and signs out in the Compass records consol

Yard duty zones

The designated yard duty areas for Dromana Secondary College throughout 2026 are:

Administration A Zone	**Area**
Bus Zone	Oval: Zones A, B, C
Canteen Zone	North quadrant
Gymnasium Zone	East quadrant
Gymnasium Mezzanine	West quadrant
Library Zone	Year 7 Zones A, B.
M Block	Year 8 Zones A, B, C. Year 8 Toilets Zone 1, 2
Multi-Purpose Courts	Year 9 Zones A, B
O Block Toilets	Senior School



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. All staff are allocated a personal safety/hi-vis vest
- Be familiar with the yard duty information pack outlined in the Staff Information guide.

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 level 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 in Compass chronicles

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 an 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 remain on duty in the designated area and send a message to/call the office/ Assistant Principal 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 time.

- If students are given permission to leave the classroom, during designated class time, teachers must be aware of their ongoing supervision responsibility.
- If teachers are made aware that a student has not arrived at their class or has left the classroom without permission the Administration should be notified via a DL email.
- If a student is excited from a classroom by a teacher in accordance with the College's Respectful Classrooms Policy an email should be sent to the destination site, the student has been directed to.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact an Assistant Principal, Leading Teacher or another registered teacher 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

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

Dromana 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 by a member of the teaching staff

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

- student attendance will be monitored for 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 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

Only year 12 students will have study sessions as part of their timetabled program. This will be timetabled formally where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. 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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff information guide

All College policies are available at https://dsc.vic.edu.au/policies/ and/or hard copy from school administration upon request.

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	September 2026
Approved by	Alan Marr, 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 Dromana Secondary College yard duty and supervision arrangements.