



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact McClelland College

A link to this policy is available on the McClelland College website, staff will be directed to this policy via the Staff Handbook, parents and students will be directed to this policy via COG and the students PLJ.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at McClelland 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.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

McClelland College's grounds are supervised by school staff from 8:30am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Before school, school staff will supervise the school main entrance..

After school, school staff will supervise the school main entrance and the bus loading areas.

Yard duty

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

The Principal or alternative nominee e.g. Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At McClelland College, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as of August 2025 are:

Area 1	Bus Duty (after school only)
Area 2	Information commons
Area 3	WS block
Area 4	Canteen /east courts
Area 5	Oval /PAC
Area 6	G block /west courts
Area 7	Front entrance
Out Of Bounds	Out of Bounds



Yard duty equipment

School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in staff rooms.

Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- be alert and vigilant
- 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)
- 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
- 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 teacher 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 teacher needs to leave yard duty during the allocated time, they should contact the Daily Organiser but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should contact the Daily Organiser and not leave the designated area until a relieving teacher has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

The classroom teacher is also responsible for:

Attendance

- Keeping accurate class rolls
- Accurately filling in attendance rolls
- Investigating poor class attendance by any student in their class
- Liaising with the year level leaders and Leading Teachers
- Ensuring that no student leaves class for any reason without a diary entry (or referral report)
- Ensuring that students remain in class until the end of each period
- Dealing with lateness to class

Welfare & Behaviour management

- The class teacher is responsible for behaviour management in their class
- Teachers should ensure that the environment of the classroom encourages learning and always takes into account the health and safety of their students
- All students have the right to be supported in times of need. This means that counselling and other services are available if needed
- The teacher should encourage any positive contribution made by any student
- Classroom teachers should endeavour to 'work out' behaviour management problems and communicate misbehaviour by writing in the student diary and requesting a parent signature or contact to be made

- Please record on Compass any attempt to get in contact with parents and any contact that is made
- Students who display significantly disruptive behaviour, and **after all other means have been tried**, may be referred to the year level leaders or Leading Teachers or sent for “time out” [report to Nicole McRae in the Senior School Admin Office]. A written referral in personal learning journal must accompany the student. It is the classroom teacher’s responsibility to follow up with the Year Level Leaders as soon as possible after the referral. All incidents must be recorded via an incident report on Compass
- Very serious breaches of classroom rules may be referred to an Assistant Principal via a written referral. Incidents need to be recorded on Compass ASAP

Preparation

Classroom teachers are expected to:

- Be on time to all classes
- Plan all units using the McClelland Planning Tool
- Implement the McClelland College Effective Teaching Framework
- Cater for all standards of abilities in the classroom
- Follow the agreed curriculum as determined by each team within the college, and to reflect the Vic Curr
- Incorporate teaching strategies that work for particular classes
- Have a behaviour management plan
- Have a lesson plan
- Ensure that the classroom is safe
- Be human, smile and have a sense of humour

We encourage all staff to constantly reflect upon their own practice. Some further support and guidance can be provided in the attached document below.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the Daily Organiser 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 and Training [Excursions Policy](#).

Digital devices and virtual classroom

McClelland College follows the Department’s [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

McClelland 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 the IC or Senior Centre for those in year 11 and 12.

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

- student attendance will be monitored 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 and Training 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

Year 12 students only will have one study block of three sessions per week. This will be timetabled as a formal 'study hall' 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 ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

The 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	25/6/2025
Approved by	Principal
Next scheduled review date	25/5/2027

This policy will also be updated if significant changes are made to school grounds that require a revision of McClelland College's Yard Duty and Supervision Policy.