Yard Duty & Supervision Policy

@ 21 July 2026

Help for non-English speakers



If you need help to understand the information in this policy, please contact Mullauna Secondary College General Office.

PURPOSE

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

SCOPE

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

Mullauna Secondary College's grounds are supervised by school staff from 8:30 AM until 3:00 PM. Outside of these hours, school staff will not be available to supervise students unless they form part of an organised before or after school program. EG. music rehearsals.

Students who wish to attend school outside of these hours will need to attend the library, which is open between until 4:30 PM. VCE students may also work in the Senior Study Centre which is also open until 4:30 PM

Yard duty

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

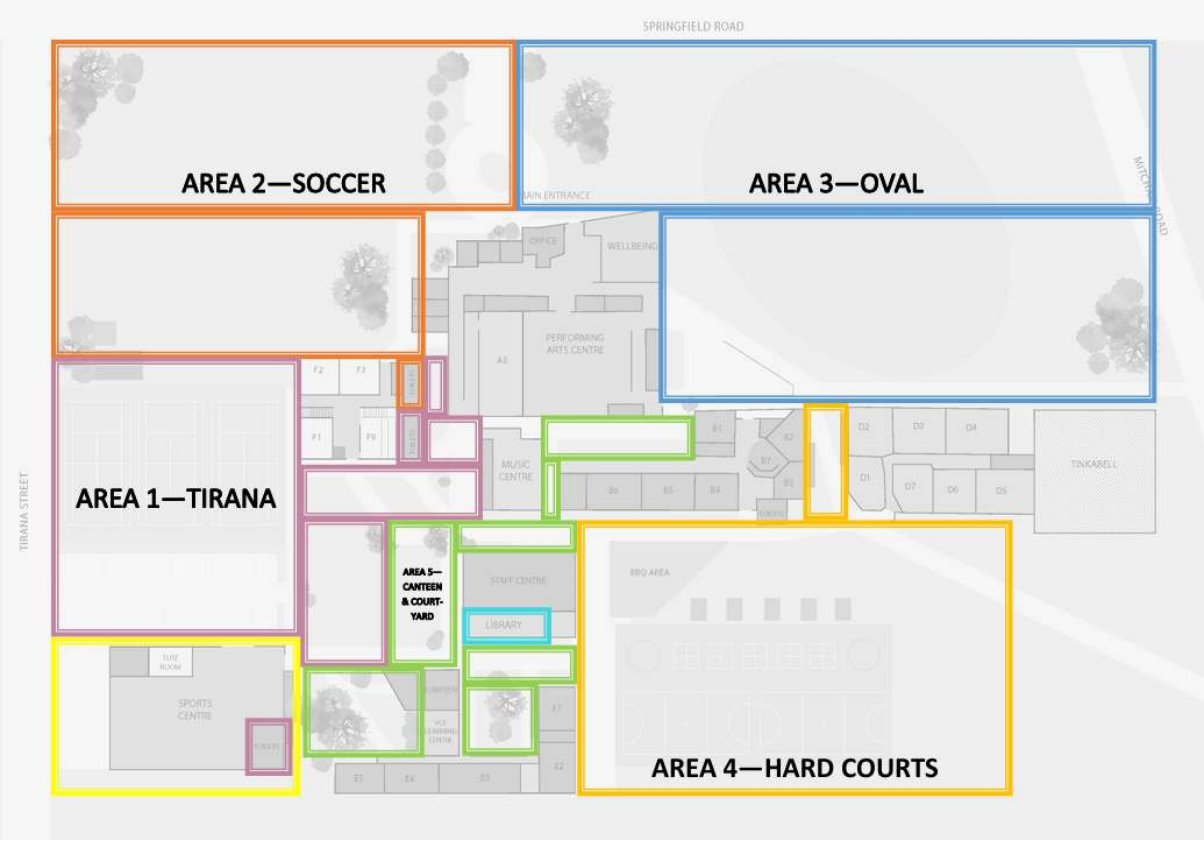
The Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Mullauna Secondary College, teaching staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school as at Term 3, 2026 are

Area	Description
Area 1	**Tirana Street** Green tennis courts, F block indoor & outdoor areas, stadium foyer & toilets and Tirana St Carpark, F wing student toilets
Area 2	**Soccer Oval** Soccer oval, front driveway, F wing toilets
Area 3	**Main Oval** Main oval, front driveway, front of Junior school (B block) and the Arts & Design Centre (D block)
Area 4	**Hardcourts** Undercover BBQ area and basketball, netball, down ball & Gaga pits, B wing student toilets , area between B & D wings
Area 5	**Canteen and surrounds** Canteen focus for first 10-15 mins of Lunch then areas around library decking, VCE Centre & Common Room, music and careers office, stadium toilets
Sport	**Sports Centre** This involves the supervision of physical activities within the stadium and the issuing of sports equipment during lunchtime
Weights Room	**Weights Room** Supervision of activities within the weights room
Library	**Library** This involves supervising students to ensure they are using the space and resources appropriately. No food or drink. Ensure that furniture is tidied ready for period 5 classes.

Wet Day Timetable **(when announced)**	○ Will be announced prior to the break over the PA system. ○ Year 7 & 8 can access the presentation area in the Junior School (B7) – **Oval & Hard Court YD teachers to supervise** ○ Year 9 & 10 will have access to F wing presentation area - **Tirana St YD teacher to supervise** ○ VCE have access to the VCE Learning Centre and Common Room - **Canteen YD teacher to supervise**



Yard duty equipment

Staff are provided with a safety/hi-vis vest which **MUST** be worn whilst on yard duty. It is also strongly advised that staff carry their mobile phone whilst on yard duty.

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 area ensuring active supervision of all students, do not remain in the one location.
- 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 signed in and have a visitor pass.
- Ensure NO students are using their mobile phone between the hours of 8:50 AM and 3:00 PM. If a phone is sighted, follow the school mobile phone policy procedures.
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard.
- Seek support from the Principal class as required (have your mobile phone with you).
- 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 Wellbeing and Engagement Policy.
- Ensure that students who require first aid assistance receive it as soon as practicable.
- Report any incidents or near misses to relevant Year Level Coordinators or a member of the principal class.

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 Daily Organiser or 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 send a message to the office or call an 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. They must mark the class roll promptly and report any attendance concerns to the relevant Year Level Coordinator.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the front office or an Assistant Principal 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

Mullauna Secondary College follows the Department's Digital Technologies - Responsible Use 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

Independent Study & External Programs e.g. VET

When Year 7 - 11 students do not have a timetabled class e.g. they have a study period or time allocated to Virtual School Victoria (VSV) course work, they are required to stay on the school grounds. This applies even if the period is at the beginning or the end of the day. During this time, they are required to work in either the library or the VCE Study Centre. Students in the VCE Study Centre are supervised by the VCE Coordinator and are monitored by CCTV. Students who choose to study in the library are supervised by the Librarian. VSV students who are required to have phone conferences with their supervising teachers are required to undertake these sessions in the staff meeting room which is overseen by the staff room.

Year 12 students that have study periods or cancelled classes at the beginning or end of the day may work from home during these times provided a Compass consent has been provided by parents.

Students leaving Mullauna Secondary College to attend a VET course must sign out at the Compass Kiosk in Reception. As per the DE VETIS requirements, MSC has a VETIS agreement in place with all providers which addresses how attendance is monitored for students participating in their courses.

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:

- Published on school website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Available on Compass in School Documentation – School Policies
- 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
    - Supervision of Students
    - Visitors in Schools
    - Work Experience

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2026
Approved by	College Principal: Harald Ruff
Next scheduled review date	July 2028

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