YARD DUTY AND SUPERVISION POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact university.hs@education.vic.gov.au.

PURPOSE

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

SCOPE

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

University High School's grounds are supervised by school staff from 8:35am until 3:10pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise students in the quadrangle and the front of the school. Students who wish to attend school outside of these hours are encouraged to attend the library which is open until 4.30pm, and/or report to extra-curricular activities.

Yard duty

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

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At University High School, school staff will be designated a specific yard duty area to supervise.

Students leaving school premises

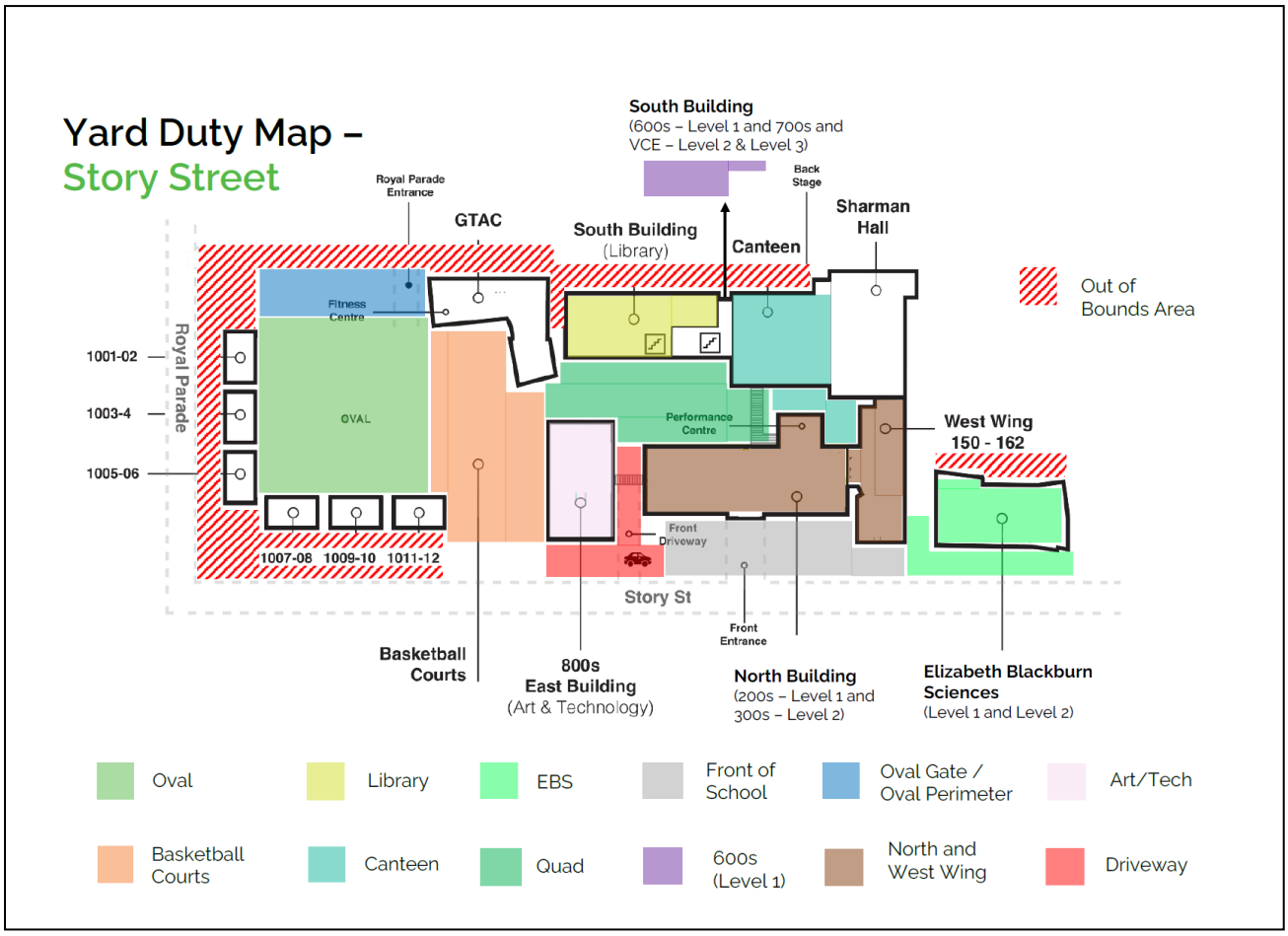
Year 12 Students are permitted to leave school grounds during recess and lunchtime.

Yard duty zones (Story Street Campus)

The designated yard duty areas for our school (as at June 2026) are

Area	Advice
Basketball Courts	Actively supervise basketball courts, adjacent to the oval. Encourage safe play on the courts.
Canteen	Actively supervise the canteen area including keeping the canteen line in order, as well as supervise microwaves and eating areas. • Canteen 1: Focus on microwave areas and toilet areas (Library side) • Canteen 2: Focus on canteen line Canteen 3: Focus on eating and toilet areas (Hall side)
Driveway	Actively supervise the front of school, driveway and connection to Quadrangle areas and encourage safe play. Monitor the ramp area near the Art/Tech building to ensure students do not leave. • Please note that no cars are permitted entry to the School Grounds during arrival and break times. Please notify the Facilities Team or the General Office if someone is at the gate. • Before and After school - watch for safe entry of students via driveway. Bikes and scooters should be walked through the grounds.
EBS	• Actively supervise both upper and lower floors of EBS. Students seated in collaboration areas for quiet individual or group study. If eating, all rubbish must go in the bin. Check in on toilet entrances.
Front of School	Actively supervise the front of school (steps, entries, street). • Please note that no cars are permitted entry to the School Grounds during arrival and break times. Please notify the Facilities Team or the General Office if someone is at the gate. Before and After school - watch for safe entry of students. Bikes and scooters should be walked through the grounds.
Library	• Assist with supervision in the library to ensure numbers are controlled. Actively supervise by moving around the different library areas ie. the reading room, study spaces, tables and couches. Follow protocols established by Library staff for use of the spaces.
North and West Wing and Art Tech building	Actively supervise corridors, moving along Levels 1 & 2 of the Art/Tech, North and West wings. Students may be inside if seated, not obstructing passageways and quietly

	talking/playing/studying. Check around locker areas for appropriate behaviour ie. no vandalism. If eating, all rubbish must go in the bin.
North Melbourne PS Escort	To assist staff with walking Galileo students from North Melbourne PS to UHS - Story Street. Please make your way to North Melbourne PS - Murphy Street gate. Please call the Galileo phone: 0436 521 487 if a staff member is not at the gate to meet you. Actively supervise students on the walk back. Ensure safe crossing at Flemington Road crossing.
North Melbourne PS	To assist Galileo staff with Yard Duty, please make your way to North Melbourne PS - Murphy Street gate. Please call the Galileo phone: 0436 521 487 if a staff member is not at the gate to meet you. Actively supervise the Southside area with Galileo staff.
Oval	Actively supervise the oval and encourage safe play of ball games. Out of bounds areas include on bunkers and behind relocatables. Reminder that only Year 12 students are permitted offsite – please check this with students leaving. On wet days staff on duty to assist in the canteen.
Oval Gate/Oval Perimeter	Actively supervise the gate near WEHI and oval perimeter. Out of bounds areas include on bunkers and behind relocatables. Reminder that only Year 12 students are permitted offsite – please check this with students leaving. On wet days staff on duty to assist in the library.
Quadrangle	Staff on duty to actively supervise quadrangle between the North and South Buildings including Ground floor South Building bathrooms. Remind students playing downball of nearby.
South Building - 600's	Actively supervise students. Students (max 50) can be seated in the collaboration area for games, quiet individual or group study. Display cabinets are not to be touched by students and if eating, all rubbish must go in the bin. Check in on toilet entrances.
South Building - 700's & VCE	Actively supervise students. Students seated in collaboration areas for quiet individual or group study. Display cabinets are not to be touched by students and if eating, all rubbish must go in the bin. Check in on toilet entrances.



Yard duty zones (Lonsdale Street Campus)

Students will be provided a choice regarding lunch break location, either remaining at University High School –Lonsdale Street Campus level 6 student recreation space or walking to Flagstaff Gardens.

A log of students attending Flagstaff Gardens will be taken prior to departure and upon return. Arrangements for this will be communicated to parents and carers via the local excursion process at the start of the year, and for any new students upon enrolment. The designated yard duty areas for our school campus (as at Term 1, 2026) are:

Zone	Area	Comment
Zone 1	Flagstaff Gardens	Only for lunch time
Zone 2	Level 6 – student recreation space	Recess and lunch time

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be provided to all staff and staff will store them in their own office
- Carry a mobile phone and actively supervise students..

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
- 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)
- 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 Code of Conduct
- 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 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 a member of the Principal Team 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 the Daily Organiser or a member of the Principal Team 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 nearest 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 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

University High School follows the department's Digital Technologies - Responsible Use policy with respect to supervision of students using digital devices.

University High School 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 a centralised room where they have access to all learning materials and resources to ensure the continuation of learning.
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 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 12 students only will have one study block of five 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.

[Other areas requiring supervision]

Students in the library will be supervised by library staff.

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
- 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 parent reminders are sent at the beginning of each term 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	23 June 2026
Approved by	Principal – Nick Scott
Next scheduled review date	23 June 2028

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