

## YARD DUTY AND SUPERVISION POLICY

### POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2025
Consultation	NA
Approved by	Principal
Next scheduled review date	June 2027



#### Help for non-English speakers

If you need help to understand the information in this policy please contact the JMSS Office: (03) 9905 1002 or [john.monash.ss@education.vic.gov.au](mailto:john.monash.ss@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 John Monash Science 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

John Monash Science School's grounds are supervised by school staff from 8.20am until 4.30pm. Outside of these hours, school staff will not be available to supervise students.

At John Monash Science School, parents are responsible for ensuring appropriate arrangements for the care and oversight of students:

- when travelling to and from school, whether by foot, bike, public transport or other means
- outside of formal school supervision hours, which commence at 8:20am and conclude at 4:30pm"

The Principal of John Monash Science School is responsible for ensuring:

- students arriving at school early are allowed access to the ground floor after 8:00am
- passive school supervision by School Staff is provided on the Ground Floor areas for a minimum of 20 minutes before Mentor Group commences at 8:40am on Mondays, Tuesdays, Thursdays and Fridays and before Period 1 on Wednesdays
- active adequate School Staff supervision of all students throughout the recess and lunch breaks, and until 3:45pm at the pedestrian crossing nearest the school
- passive school supervision by School Staff is provided on the Ground Floor, Level 1 Middle Bridge and Level 2 Middle Bridge areas and House Areas for a maximum of 60 minutes after school finishes at 3:20pm. If students wish to stay longer to study or consult with teachers they need to sign in at the VCE area and can stay until 4.30pm. Students should not remain at school after this time unless prior arrangements have been made with a staff member.
- parents/guardians are regularly informed about supervision available before and after school.
- active school supervision of the School-Monash University crossing and Pick-Up / Drop-Off Zones at the end of the school day is formalised.

### Yard duty

All staff at John Monash Science 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 John Monash Science School staff are designated a specific yard duty area to supervise.

### **Yard duty zones**

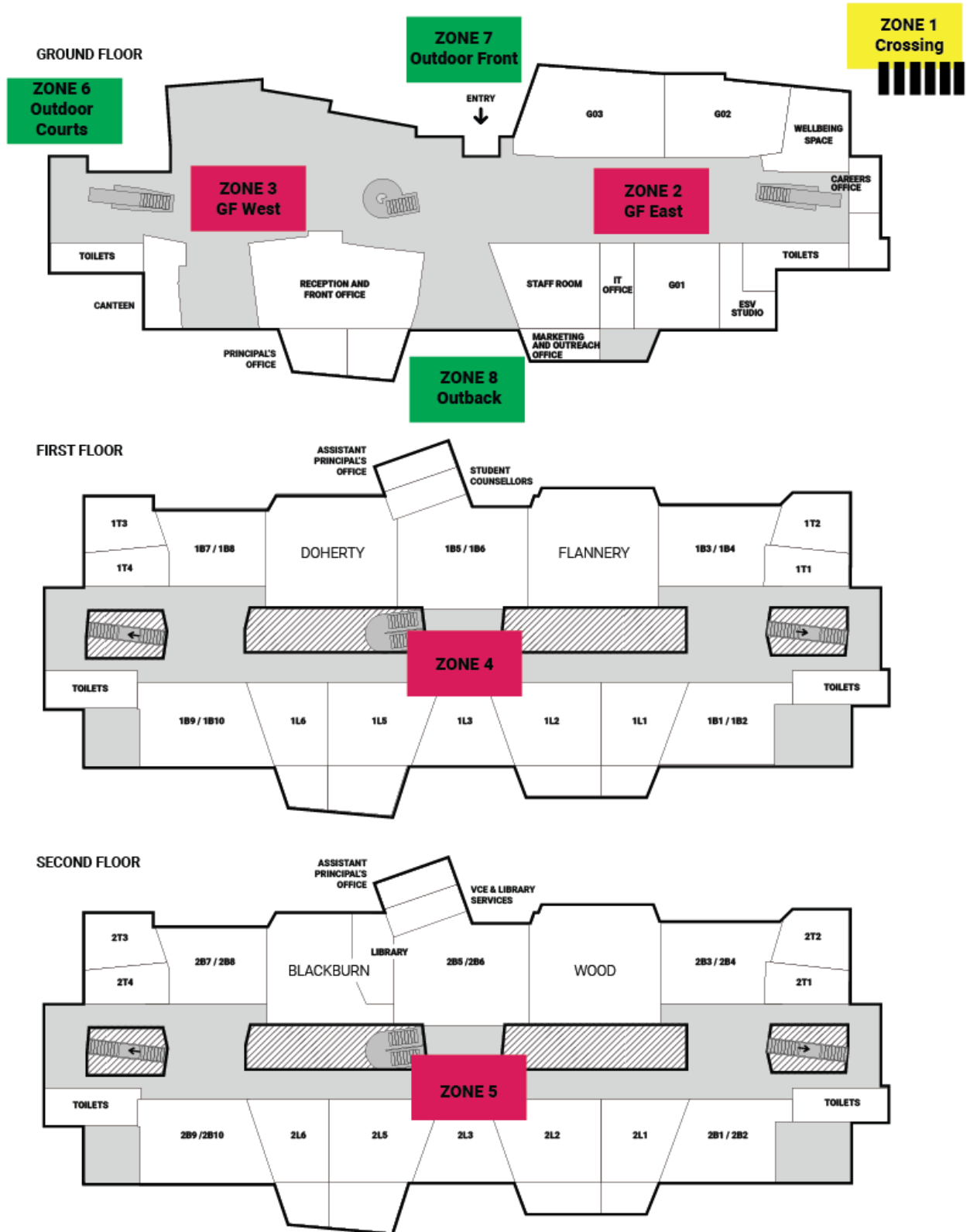
<b>Zone</b>	<b>Area</b>
Zone 1	Crossing
Zone 2	Ground Floor East
Zone 3	Ground Floor West
Zone 4	First Floor
Zone 5	Second Floor
Zone 6	Outdoor Courts
Zone 7	Outdoor front
Zone 8	Outback



# Yard Duty Map JOHN MONASH SCIENCE SCHOOL



NORTH



## **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 the JMSS staff room and on each level of the school
- Be familiar with the yard duty zones and responsibilities. Student health and safety information is stored in the first aid room and in PCO offices on each floor.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

## **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 that active supervision is taking place. Be in a visible location that has line of sight across the designated zone. Traverse around the zone and endeavour to ensure students are safe and engaged in appropriate activities.
- Approach any visitors in school grounds and check that they have signed in via compass kiosk and have permission of a PCO to be there.
- 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 by emailing PCO's and relevant House Leader

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 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 general office by phone or send a message 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.

## School activities, camps and excursions

JMSS staff taking students on any camp, excursion or activity outside school are responsible for ensuring that students are appropriately supervised during all aspects of the respective activity, camps or excursion, 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

John Monash Science School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

John Monash Science School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on the school site. In these cases, students will be supervised in middle bridges on the first and second floors

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

- student attendance will be monitored via Compass
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to JMSS 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:

- [Structure Workplace Learning](#)
- [Work Experience](#)
- [School Community Work](#)

## Independent Study Periods

Year 12 students (and students completing a subject via Distance Education) will have one timetabled study block, equivalent to seven sessions per fortnight (the same as a standard VCE subject). These sessions are scheduled across the fortnight and designated as private study. Attendance will be recorded by sign-in sheets at the designated location(s). Students will not be permitted to leave school

grounds during these sessions unless they are awarded a “Gold Pass”, where students may use Monash University spaces to study.

### Cohort Study Periods

All Year 11 & 12 students will have one timetabled cohort study block, equivalent to five sessions per fortnight. John Monash Science School use these periods for the sitting of cohort assessments, year level assemblies/events and study periods.

- If a cohort study period falls as the last scheduled activity for a Year 12 student and has no planned event, Year 12 students are dismissed.
- If a cohort study period falls during Period 5 for a Year 11 student and has no planned event, Year 11 students are dismissed.
- Any deviation from these general year-level dismissal times will be communicated to parents and students in advance

### 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 staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in the JMSS staff handbook
- Stored on the policy portal and made available to JMSS Community.

Information for parents and students on supervision before and after school is available on our school website and reinforced the JMSS school newsletter.

## **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](#)
  - [Structured Workplace Learning](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)
  - [Work Experience](#)

This policy will also be updated if significant changes are made to school grounds that require a revision of John Monash Science School’s yard duty and supervision arrangements.