



**Essendon  
Keilor College**

## YARD DUTY Policy



### Help for non-English speakers

If you need help to understand this policy, please contact the General Office at the appropriate campus.

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Essendon Keilor 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

Essendon Keilor College's grounds are supervised by school staff from 8:40am until 3:15pm. Outside of these hours, school staff will not be available to supervise students.

Roving supervision will be provided at main entry points to the school, bus drop off areas and near the library area of each campus.

Approved access to the campus outside of these times will require parental approvals and will be communicated to families via Compass (e.g. production rehearsals, sports training).

Students who wish to attend school outside of these hours will be expected to contact the Campus Principal to make confirmed arrangements.

## **Yard duty**

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

The Campus Principal is responsible for working with the timetabler to prepare a roster which is then uploaded to Compass and communicated to staff. At Essendon Keilor College school staff will be designated a specific yard duty area to supervise. These will be based on specific campus needs.

### **Yard duty zone**

Specific information regarding yard duty zones for each campus can be found as appendices to this policy.

### **Yard duty equipment**

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be distributed to staff with their desk allocation.
- Carry a charged mobile phone
- Be familiar with student health and safety information stored on Compass

### **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, aligning their supervision time to the areas where there is the greatest number of students present
- 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 at the campus office.
- 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 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 campus 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 campus main office 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 main office 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.

Students may leave the classroom to use bathroom, library, seek assistance from the General Office or Coordinator. Staff who are concerned for a student's wellbeing should contact General Office or seek assistance from another staff member.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact another staff member 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**

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

Essendon Keilor 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 library while they undertake virtual and remote learning.

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

- student attendance will be monitored.
- 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:

- [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 study and students attend the library where teacher supervision and support will be provided, and attendance will be recorded. 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:

- 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 end of each term in our school newsletter.

## FURTHER INFORMATION AND RESOURCES

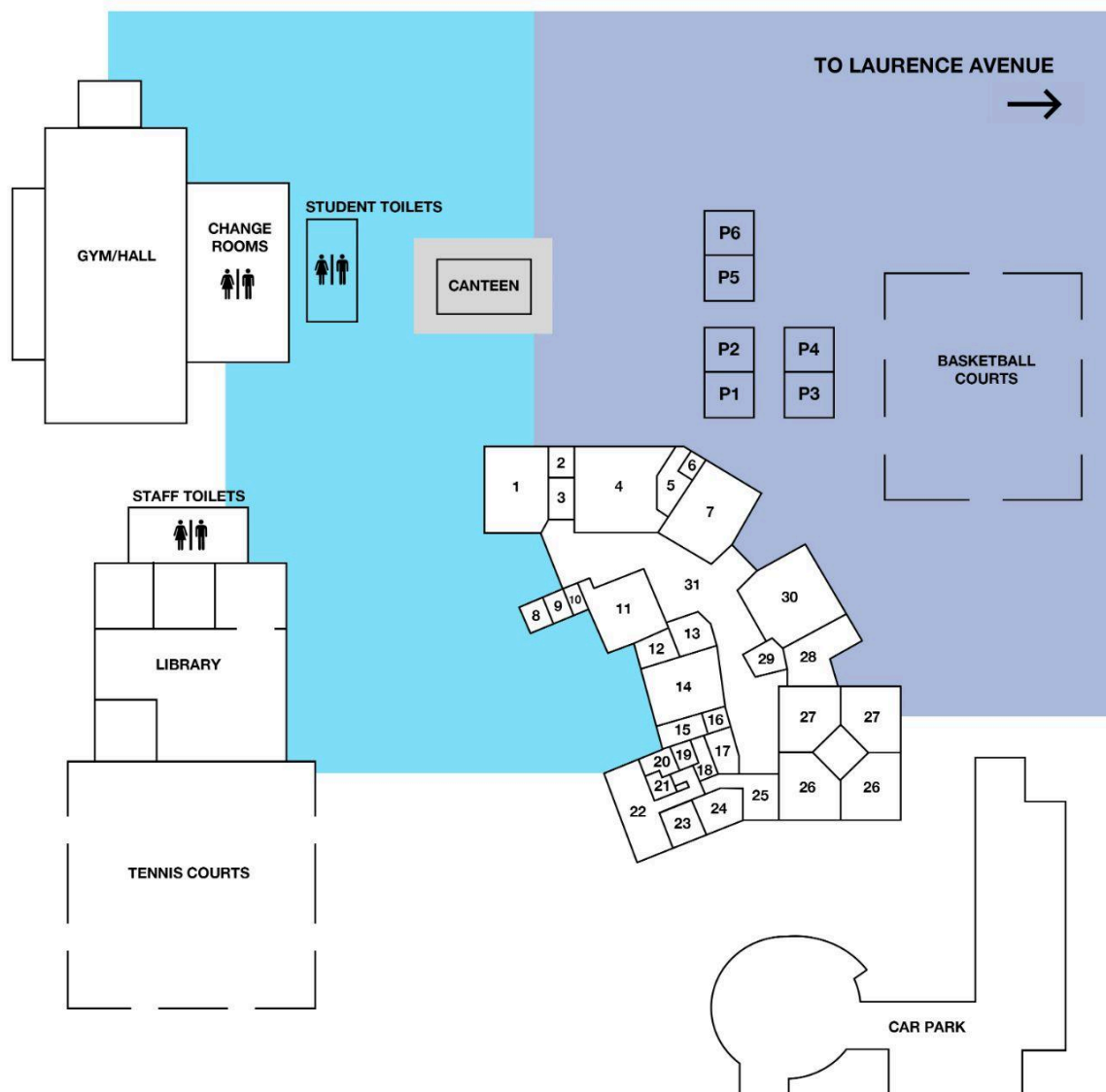
The Department's Policy and Advisory Library:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)
- [Supervision of Students](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

Policy last reviewed	June 2024
Approved by	Principal- Adam Potter
Next scheduled review date	June 2026

Appendix 1: Niddrie Yard Duty Map and Responsibilities

# ESSENDON KEILOR COLLEGE - NIDDRIE CAMPUS



**KEY**

- |                      |                            |
|----------------------|----------------------------|
| 1. Graphics          | 17. Interview Room         |
| 2. Store Room        | 18. Sick Bay               |
| 3. Staff Pod         | 19. Staff Disabled Toilets |
| 4. Home Ec.          | 20. Staff Female Toilets   |
| 5. Pantry            | 21. Staff Male Toilets     |
| 6. Store Room        | 22. Staff Room             |
| 7. Art               | 23. Principals Office      |
| 8. Female Toilets    | 24. Reception              |
| 9. Male Toilets      | 25. Entry                  |
| 10. Disabled Toilets | 26. Tech Room 1            |
| 11. Classroom        | 27. Tech Room 2            |
| 12. Store            | 28. Science Store Room     |
| 13. Staff Pod        | 29. Staff Pod              |
| 14. Classroom        | 30. Science                |
| 15. Store Room       | 31. Breakout/Common Space  |
| 16. Store Room       | P1-6. Portable Classrooms  |

<b>AREA A</b>
<b>AREA B</b>
<b>AREA C (CANTEEN)</b>

## NIDDRIE RESPONSIBILITIES

AREA	RESPONSIBILITIES
<b>Watt Street</b>	<ul style="list-style-type: none"> <li>• Proceed to the Watt St bus stop via Niddrie Primary School.</li> <li>• <b>Before school:</b> circulate around the front of EKC and NPS.</li> <li>• <b>After school:</b> Actively supervise students as they move through NPS then wait for their bus.</li> </ul>
<b>Laurence Ave</b>	<ul style="list-style-type: none"> <li>• Proceed to the Laurence Ave bus stop via the back lack way behind the basketball courts.</li> <li>• Actively supervise students as they wait for their bus.</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Actively supervise students by circulating around the Library. Students may read, play cards, boardgames, use their laptops and complete homework tasks.</li> <li>• Carry out loaning of library books.</li> <li>• At warning bell, advise all students to pack up and make their way to their lockers to prepare for class.</li> </ul>
<b>Area A</b>	<ul style="list-style-type: none"> <li>• Proceed to the area. Refer to map.</li> <li>• Continue to circulate around the designated area and active areas – canteen eating area, edge of oval, netball courts and down ball area.</li> <li>• Monitor movement to toilets next to canteen and the main building.</li> <li>• Make sure doors to main building are locked and no students inside.</li> <li>• Check in with Area C (Canteen) ES duty staff member.</li> <li>• Check out of bounds area behind Library and Gym.</li> <li>• At warning bell, advise all students to make their way to their lockers to prepare for class.</li> </ul>
<b>Area B</b>	<ul style="list-style-type: none"> <li>• Proceed to the area. Refer to map.</li> <li>• Continue to circulate and monitor the active areas – edge of oval, around portable classrooms, basketball courts, table tennis tables, student locker area</li> <li>• Check out of bounds areas – Laurence Ave lane way and behind old canteen building.</li> <li>• At warning bell, advise all students to make their way to their lockers to prepare for class.</li> </ul>
<b>Area C (Canteen)</b>	<ul style="list-style-type: none"> <li>• Proceed to the area. Refer to map.</li> <li>• Make your way to the Canteen and monitor students as they line up to buy their food/drink items.</li> <li>• Check in with Area A &amp; B yard duty staff and support them until end of duty time</li> <li>• At warning bell, advise all students to make their way to their lockers to prepare for class.</li> </ul>

## Appendix 2: East Keilor Yard Duty Map and Responsibilities

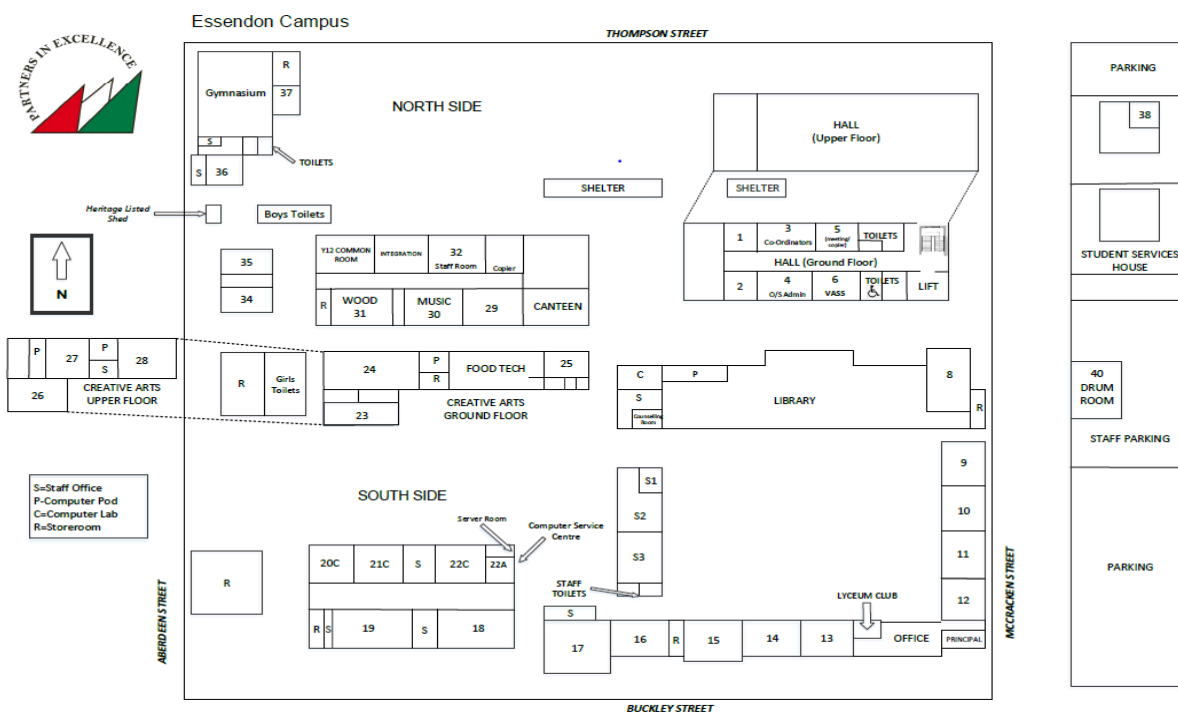




## EAST KEILOR RESPONSIBILITIES

AREA	RESPONSIBILITIES
<b>Area 2</b>	<p><b>Available to students before school, recess and lunchtime</b></p> <p>Includes both Quadrangles, the undercover area, the Library &amp; Technology corridor (Year 8 lockers)</p> <ul style="list-style-type: none"><li>• Circulate all areas</li><li>• Monitor student movement near the toilets.</li><li>• In the library students may read, play cards, board games, use their laptops and complete homework tasks.</li><li>• Ensure all games being played are appropriate for the space (eg no football/soccer/basketballs to be played with in these areas)</li><li>• At the warning bell, direct students to lockers at warning bell.</li></ul> <p><b>Area 2 (Gym area) is closed before school and at recess. The door to this area is to remain locked.</b></p>
<b>Area 1</b>	<p><b>Lunch time only</b></p> <p>Includes area between the main building and oval fence</p> <ul style="list-style-type: none"><li>• Continue to circulate around Gym and basketball courts</li><li>• Check out of bounds areas – OVAL</li><li>• At the warning bell, advise all students to make their way to their lockers to prepare for class.</li></ul>
<b>Bus area</b>	<p><b>Afterschool only</b></p> <p>Supervise bus stop area and student pick zone along Quinn Grove.</p>

## Appendix 3: Essendon Yard Duty Map and Description of Areas



AREA	DESCRIPTION
<b>North</b>	<ul style="list-style-type: none"> <li>● Outsiders parking in Thompson St and coming onto school property or students going out to talk to them</li> <li>● Boys toilets</li> <li>● Students in cars</li> </ul>
<b>South</b>	<ul style="list-style-type: none"> <li>● Boys &amp; Girls toilets</li> <li>● Buckley Street frontage</li> <li>● Outsiders on the Aberdeen St boundary</li> <li>● Ball games in the quadrangle</li> <li>● Corridor outside Rooms 18 to 22</li> <li>● Students crossing Buckley St away from the lights to go to the shops</li> </ul>
<b>Buckley St</b>	<ul style="list-style-type: none"> <li>● Students crossing Buckley St away from the lights</li> <li>● Students using the shops during the school day</li> <li>● Students loitering at the bus stops</li> <li>● Students in cars</li> </ul>
<b>Canteen</b>	<ul style="list-style-type: none"> <li>● Students using the Canteen</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>● Students in the library at recess and lunch</li> </ul>