



YARD DUTY AND SUPERVISION POLICY

File location: U:\PUBLIC\Policies & Procedures\Approved Policies\Yard Duty and Supervision Policy.doc

Authorised by: **Principal**

Consultation: **School Community**

Approved by School Council:
26.05.2026

Date Created: 9/10/19

Last Updated: 13/05/2026

Review Date: 2028

Page Number: 1 of 8



Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College by calling 03 5381 7100, or by emailing horsham.co@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 Horsham 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 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, camps and other school activities.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision of 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

Horsham College's grounds are supervised by school staff as follows:

- Mainstream Campus: from 8.30am until 8.50am and again from 3.20pm to 3.40pm. The bus terminal is supervised from 8.00am to 8.50am and again from 3.20pm to 4.10pm.
- Alternate Programs Campus: from 8.45am to 9.00am, and again from 3.20pm to 3.45pm.

Outside of these hours, school staff will not be available to supervise students.

Students who wish to attend school outside of these hours must only do so when under the previously arranged supervision of Horsham College staff for a specific purpose, such as after-school rehearsals, sports training, additional support and official after-school activities.

Yard duty

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

Mainstream Campus

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. Mainstream Campus staff are designated a specific time and yard duty area to supervise.

	Monday	Tuesday	Wednesday	Thursday	Friday
Bus - AM	8:00 - 8:50	8:00 - 8:50	8:00 - 8:50	8:00 - 8:50	8:00 - 8:50
Before School	8:30 - 8:50	8:30 - 8:50	8:30 - 8:50	8:30 - 8:50	8:30 - 8:50
Form Group	8:50 - 9:00	8:50 - 9:00	8:50 - 9:00	8:50 - 9:00	8:50 - 9:00
Period 1	9:00 - 9:50	9:00 - 9:50	9:00 - 9:50	9:00 - 9:50	9:00 - 9:50
Period 2	9:50 - 10:40	9:50 - 10:40	9:50 - 10:40	9:50 - 10:40	9:50 - 10:40
Recess	10:40 - 11:05	10:40 - 11:05	10:40 - 11:05	10:40 - 11:05	10:40 - 11:05
Period 3	11:10 - 12:00	11:10 - 12:00	11:10 - 12:00	11:10 - 12:00	11:10 - 12:00
Period 4	12:00 - 12:50	12:00 - 12:50	12:00 - 12:50	12:00 - 12:50	12:00 - 12:50
Lunch 1	12:50 - 1:15	12:50 - 1:15	12:50 - 1:15	12:50 - 1:15	12:50 - 1:15
Lunch 2	1:15 - 1:35	1:15 - 1:35	1:15 - 1:35	1:15 - 1:35	1:15 - 1:35
Period 5	1:40 - 2:30	1:40 - 2:30	1:40 - 2:30	1:40 - 2:30	1:40 - 2:30
Period 6	2:30 - 3:20	2:30 - 3:20	2:30 - 3:20	2:30 - 3:20	2:30 - 3:20
After School	3:20 - 3:40	3:20 - 3:40	3:20 - 3:40	3:20 - 3:40	3:20 - 3:40
Bus - PM	3:20 - 4:10	3:20 - 4:10	3:20 - 4:10	3:20 - 4:10	3:20 - 4:10

Yard duty zones

The designated yard duty areas for Horsham College Mainstream Campus as at Term 2, 2026 are:

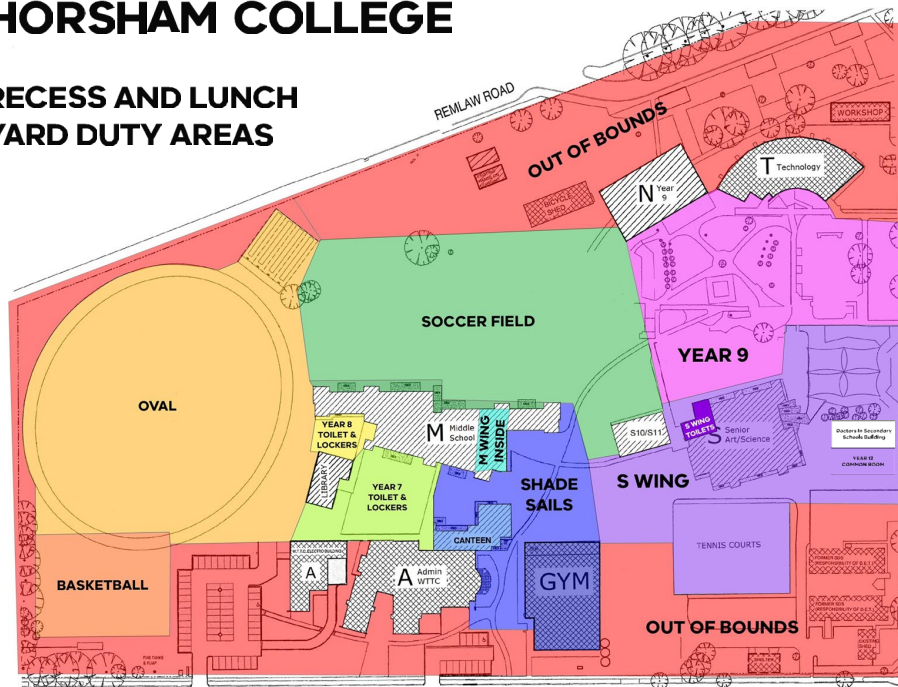
Name	Periods	Duration
Bus – AM	Monday to Friday – Bus - AM	50 minutes
Bus – PM 1	Monday to Friday - Bus - PM 1	50 minutes
Bus – PM 2	Monday to Friday - Bus - PM 2	50 minutes
Canteen	Monday to Friday – Recess and Lunch 1	Approx 25 minutes
Gymnasium	Monday to Friday – Lunch 2	25 minutes
Year 7 toilets & lockers	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
Year 8 toilets & lockers	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
S Wing	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
Oval and Basketball	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
Year 9	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
Shade Sails	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
Toilet Block	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
S Wing toilets	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
Soccer Field	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
Baillie Street	Monday to Friday – Before and After School	20 minutes
High Street	Monday to Friday – Before and After School	20 minutes

Yard duty zones

The designated yard duty areas for Horsham College Mainstream Campus as at Term 2, 2026 are:

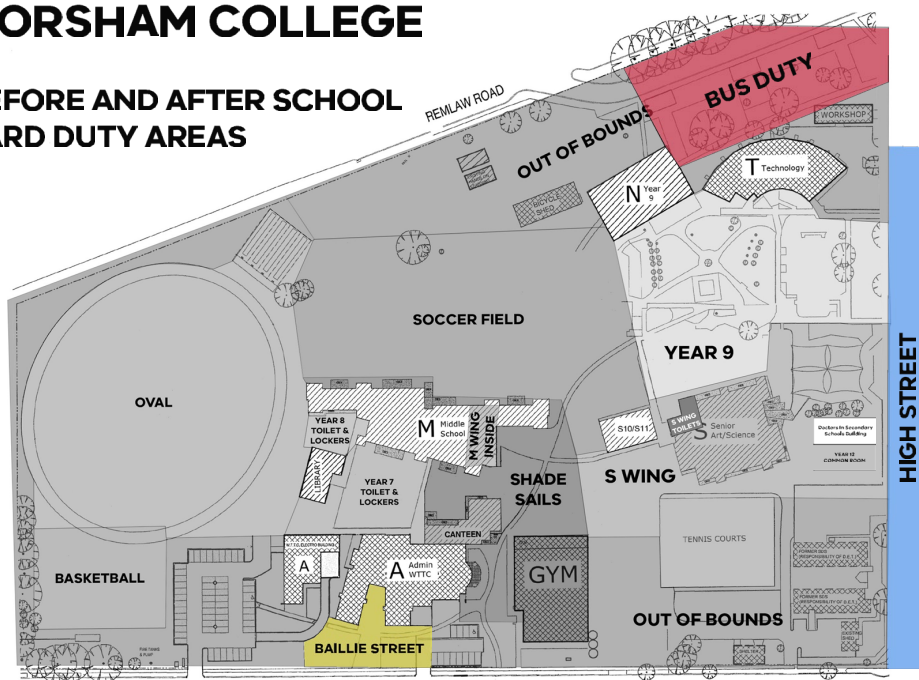
HORSHAM COLLEGE

RECESS AND LUNCH YARD DUTY AREAS



HORSHAM COLLEGE

BEFORE AND AFTER SCHOOL YARD DUTY AREAS



Alternate Programs Campus

The Leading Teacher/s and Assistant Principal are responsible for preparing and communicating the yard duty roster on a regular basis. Alternate Programs staff are designated a specific time and yard duty area to supervise.

Alternate Programs Campus Dimboola Road:

Monday	Tuesday	Wednesday	Thursday	Friday
10:40 – 11:00	10:40 – 11:00	10:40 – 11:00	10:40 – 11:00	10:40 – 11:00
12:00 – 12:30	12:00 – 12:30	12:00 – 12:30	12:00 – 12:30	12:00 – 12:30
1:30 – 1:45	1:30 – 1:45	1:30 – 1:45	1:30 – 1:45	1:30 – 1:45
3:20 – 3:45	3:20 – 3:45	3:20 – 3:45	3:20 – 3:45	3:20 – 3:45

Yard duty zones

The designated yard duty areas for Horsham College Alternate Programs Campus as at Term 2, 2026 are:



Alternate Programs McKenzie Creek Campus:

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 - 9:00	8:45 - 9:00	8:45 - 9:00	8:45 - 9:00	8:45 - 9:00
10:40 - 11:10	10:40 - 11:10	10:40 - 11:10	10:40 - 11:10	10:40 - 11:10
12:50 - 1:40	12:50 - 1:40	12:50 - 1:40	12:50 - 1:40	12:50 - 1:40
3:20 - 3:45	3:20 - 3:45	3:20 - 3:45	3:20 - 3:45	3:20 - 3:45

Yard duty zones

The designated yard duty areas for Horsham College McKenzie Creek Campus as at Term 2, 2026 are:



Yard duty equipment

School staff must wear a provided hi-vis vest whilst on yard duty. Hi-vis vests are stored in year level offices for Mainstream and in the staffrooms for Alternate Programs - Dimboola Road and McKenzie Creek campuses.

Bus Duty staff must carry the Bus Duty mobile phone, which can be collected from (and returned to) the Year 9 office (N building).

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 a relieving staff member replaces them.

When allotted a yard duty, staff must read the descriptor so they are aware of additional requirements.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students and that all areas are within line of sight to at least one yard duty teacher at a time
- ensure students remain in their designated year level zones
- 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 Wellbeing and 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 SEQTA and/or CASES21.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into two 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 must 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 must contact the Daily Organiser or Leading Teacher/Assistant Principal but must 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 must call the Daily Organiser or Leading Teacher/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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should contact the nearest year level office or staffroom for assistance. The teacher must then wait until a replacement staff member arrives 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](#).

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disabilities 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 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 will have study periods each week. This will be timetabled as a formal 'Study Centre' where teacher supervision and support will be provided, and attendance will be recorded by the supervising staff. 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.

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 website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in staff handbook
- Signage will be displayed at the front office
- Included in Student Diaries
- Hard copy available 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 included 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 CYCLE:

This policy will be reviewed in accordance with our Policy Review Schedule. This policy will also be updated if significant changes are made to school grounds that require a revision of Horsham College's yard duty and supervision arrangements.