



Yard Duty and Supervision

POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Hoppers Crossing Secondary College 9974 7777.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Hoppers Crossing 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.

Students who are attending a supervised extracurricular activity should register their attendance with the teacher in charge.

Before and after school

Hoppers Crossing Secondary College's grounds are supervised by school staff before school from 8:45am and after school until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

The areas of the school grounds supervised before school are the front gate and rear gates of the school, canteen/basketball area and the Fraser Street Park. The areas of the school grounds supervised after school are the front gate and rear gates of the school, Fraser Street exit near the Cricket nets, canteen/basketball area and the Fraser Street Park. One staff member is assigned to each entrance, plus an additional staff member is designated as the "Rover" (discussed further below).

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Students who wish to attend school outside of these hours will be expected to sign in through the Compass Kiosk in the College Reception.

Yard duty

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

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

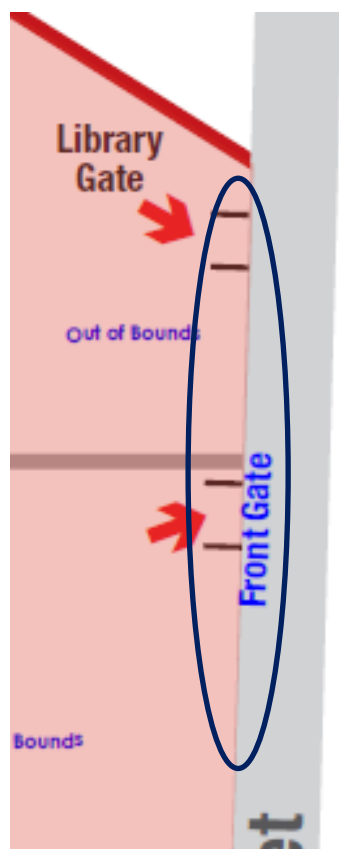
The designated yard duty areas for our school as at Term 1 2026 are indicated on the map on the following page.

Areas shaded red are out of bounds. Further detail on each zone is outlined below.



Front gate - Fraser Street

Blue circling



Before School

Please ensure that any students who congregate on the corner of Spring Drive and Fraser Street are moved on when the warning bell rings at 8.55am. Please ensure that students riding bikes walk their bikes through the school to the bike racks are located. Please ensure that students still loitering outside the school are spoken to, to ensure that they move into the school and off to Period 1.

During School Hours

This is the only entry/exit point for the school during the day. Please ensure that students who are leaving the school have passes to allow them to do so. Please ensure all visitors are aware that they MUST report to reception. If there are people who stand along the fence line wanting to see students, please keep the students away from the area. Please use your walkie talkie and alert other teachers who can assist you with movement of students away from the fence line. Please walk

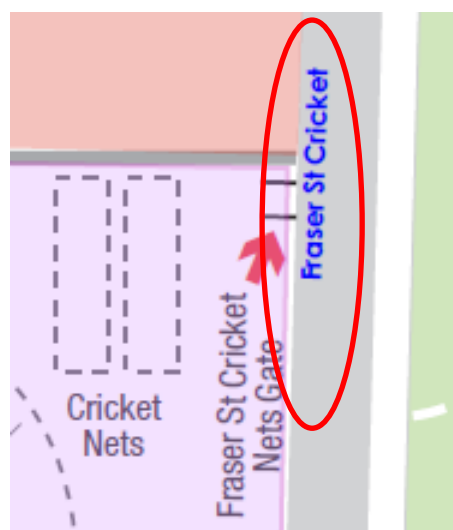
along the outside of the fence line up to the cricket nets. The front car park and the front of the school are out of bounds areas so ensure that no students are sitting in this area.

After school

Due to the high volume of students leaving the college through the pedestrian gates (only) please ensure that students are not walking blindly across roads as there can be a significant amount of traffic at this time. Students should be directed to cross at points where a traffic attendant is present. E.g. Fraser Street Pedestrian Crossing.

Fraser Street Cricket Nets Gate

Red Circled Area



After school

Due to the high volume of students leaving the college through the pedestrian gates (only) please ensure that students are not walking blindly across roads as there can be a significant amount of traffic at this time. Students should be directed to cross at points where a traffic attendant is present. E.g. Fraser Street Pedestrian Crossing.

Back Gate - Bayliss Avenue

Purple Circled Area

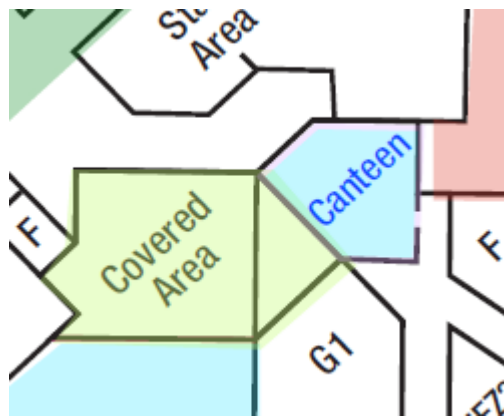


Before School and After school

Supervise students coming in and out of the College near H block.

Canteen / Gym

Light Green Shaded and Blue shaded Canteen Area



Recess and Lunchtime

Supervise student movement at the canteen. Please ensure that students stay in their lines and no pushing in or buying for other students further along the line occurs.

It is expected that you move into the Gym foyer frequently to ensure that any students walking through etc. are

behaving in an orderly manner.

Please ensure that no student is in the Gymnasium unless supervised by a teacher. The Gym doors should be locked. Furthermore, please supervise the toilet blocks in the gym area and next to the canteen covered area. When the first bell goes to signify the end of Break 1 OR 2 please ensure that you move to the front of the canteen and close the windows, supporting the canteen staff with this process. Please ensure that students have moved out of the lines and are headed to class before you leave the Yard Duty.

Canteen/Basketball Courts



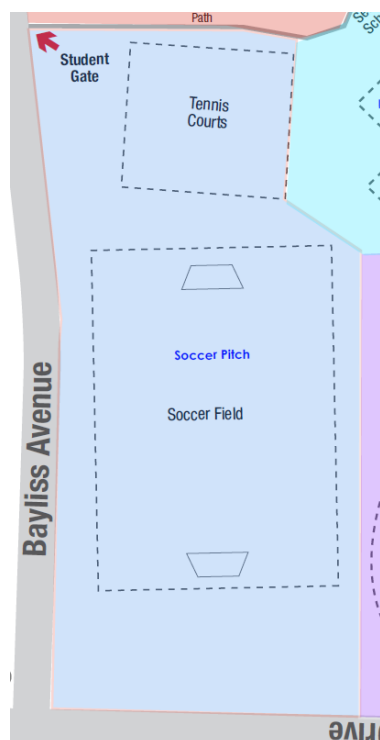
Green Shaded Covered Area down to Blue Basketball Court Area.

Before and After School Only

Supervise students coming into the College and waiting for the school day to begin. Moving between the Canteen Undercover area out onto the Basketball Court Area.

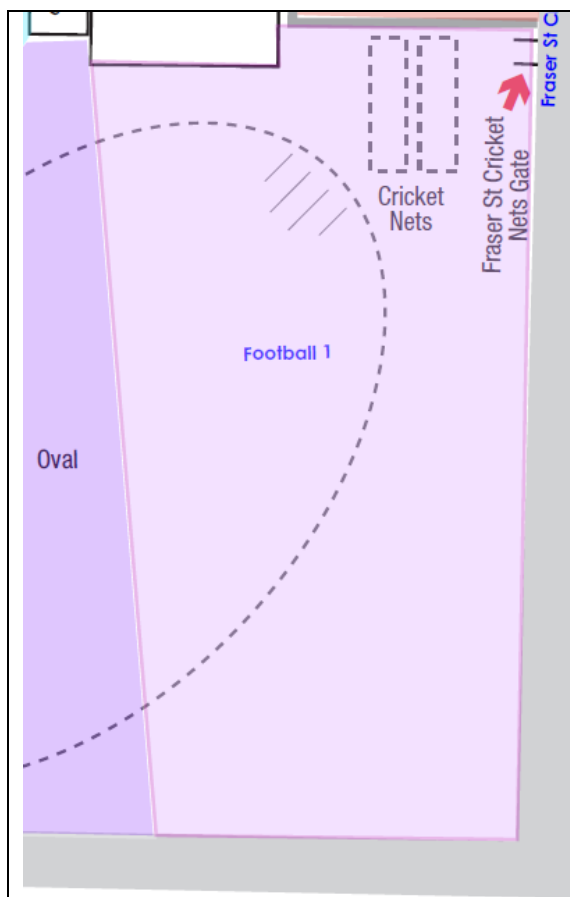
Soccer field

Lilac Shade Area



Recess and Lunchtime

Walk around the soccer field. Be aware of intruders/visitors talking to students through the fence. Students are not allowed to congregate along the fence line or talk to outsiders. In the event of extreme weather and no students on the oval, the extreme weather timetable will apply. When the warning bell goes, please move around the area and ask students to move on. Please do not leave the Yard Duty area until you are satisfied that all students are moving to class.



Football Oval 1

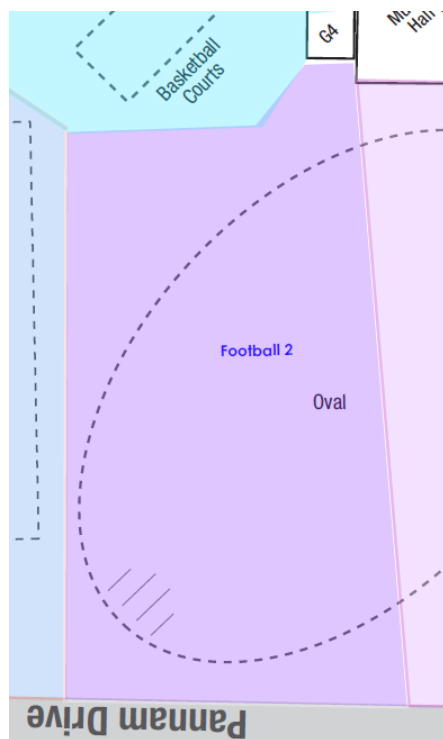
Lavender Shaded Area

Recess and Lunchtime

Walk around the shaded section of the oval and Cricket nets. Be aware of intruders/visitors talking to students through the fence. Students are not allowed to congregate along the fence line or talk to outsiders. In the event of extreme weather and no students on the oval, the extreme weather timetable will apply. When the warning bell goes, please move around the area and ask students to move on. Please do not leave the Yard Duty area until you are satisfied that all students are moving to class.

Football Oval 2

Purple Shaded Area

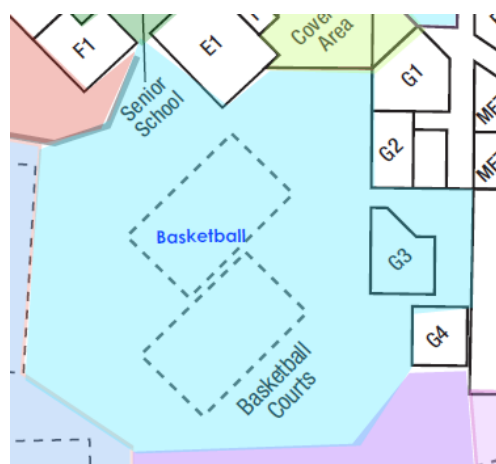


Recess and Lunchtime

Walk around the shaded section of the oval. Be aware of intruders/visitors talking to students through the fence. Students are not allowed to congregate along the fence line or talk to outsiders. In the event of extreme weather and no students on the oval, the extreme weather timetable will apply. When the warning bell goes, please move around the area and ask students to move on. Please do not leave the Yard Duty area until you are satisfied that all students are moving to class.

Basketball courts

Light Blue Shaded Area

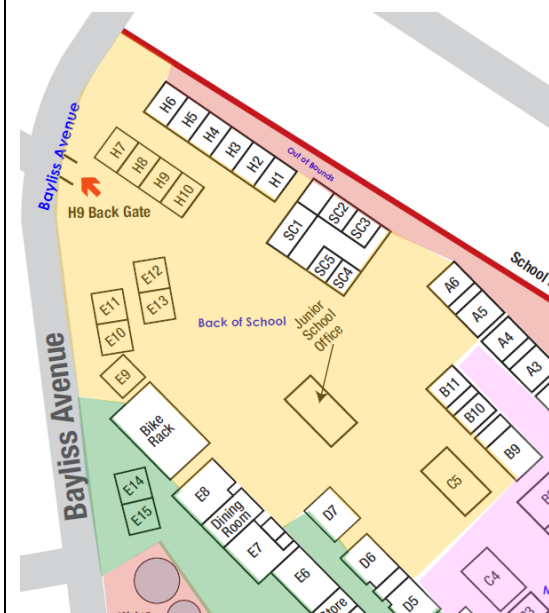


Recess and Lunchtime

Walk around the Basketball Courts and around class G3 consistently. Be aware of intruders/visitors talking to students through the fence. Students are not allowed to congregate along the fence line or talk to outsiders. In the event of extreme weather and no students on the oval, the extreme weather timetable will apply. When the warning bell goes, please move around the area and ask students to move on. Please do not leave the Yard Duty area until you are satisfied that all students are moving to class.

Back of School – A/B/D/E/H block

Light Orange Shaded Area



Recess and Lunchtime

The area of supervision ranges from E7 (Home Economics) to H6, to A6, down to A1 and across to D5. All rooms and areas in this zone should be patrolled. When the warning bell goes, please move around the area and ask students to move on. Please do not leave the Yard Duty area until you are satisfied that all students are moving to class.

Middle of School – B/C/D Block

Pink Shaded Area



Recess and Lunchtime

This area of Duty ranges from D4 (Textiles) to the Junior School office, around the toilet block and back to the staff room back door. Please ensure that you are on the move. Please walk into the appropriate toilet on each pass to check on students.

Room B5

Dark Blue Circle surround



Recess and Lunchtime

The area of supervision is in room B3 for Students to play games – both electronic and board games. When the warning bell goes, please move around the room and ask students to move on. Please do not leave the Yard Duty area until you are satisfied that all students have exited the classroom.

Trade Area (D/E/F Block)

Green Shaded Area

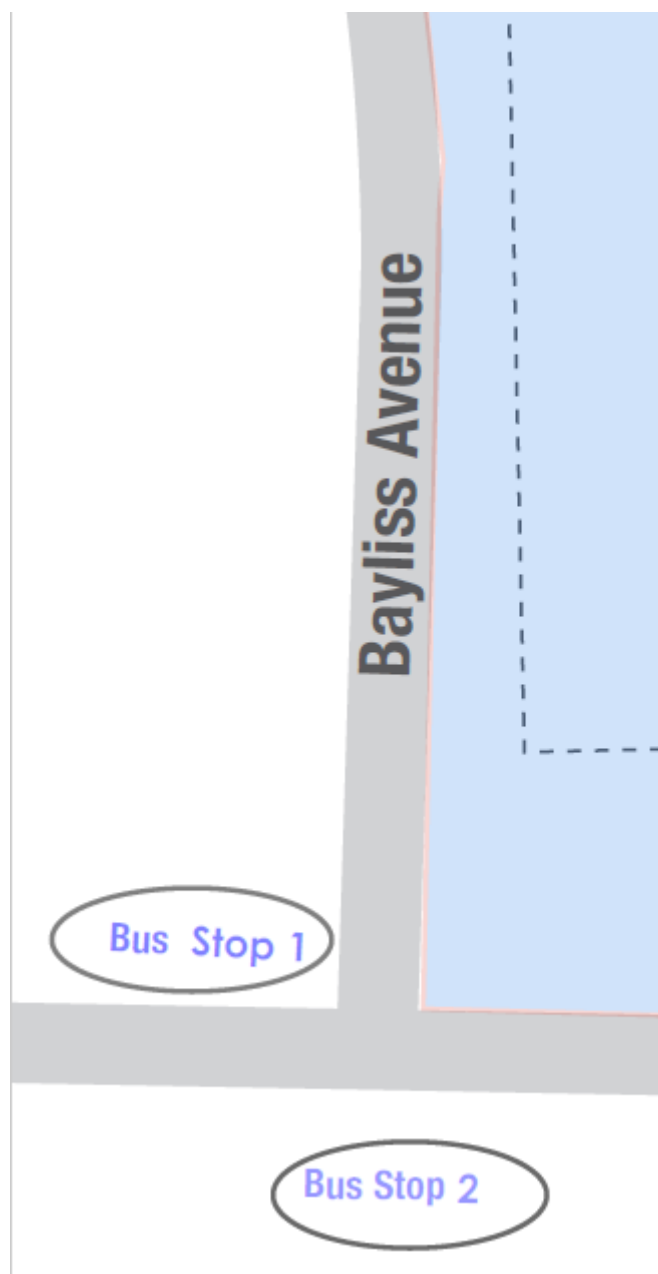


Recess and Lunchtime

This area of duty ranges from the toilets next to the canteen around the trade block and behind Food Studies and between D and E block. Please ensure that students are not playing any ball games in this area. Please walk into the appropriate toilet on each pass to check on students.

Bus Stop 1 & Bus Stop 2 (Cnr Bayliss and Pannam Drive)

Dark Blue Circle surround



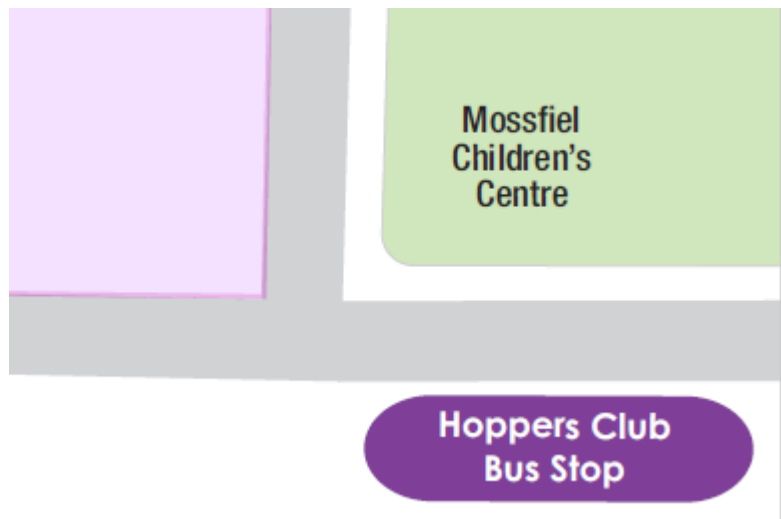
After school

Supervise students at the bus stop on Pannam Drive. Ensure the orderly entry onto busses.

Hoppers Club Bus Stop

After school

Supervise students at the bus stop on the Hoppers Club side of Pannam Drive.
Supervise students at the Bus Stop out the front of Mossfiel Children's Centre.
Ensure the orderly entry onto busses.



Library

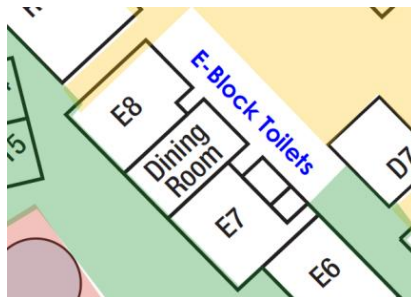
Black Square Outlined



Recess and Lunchtime

Supervise the students in the library and arrange book borrowing where required.

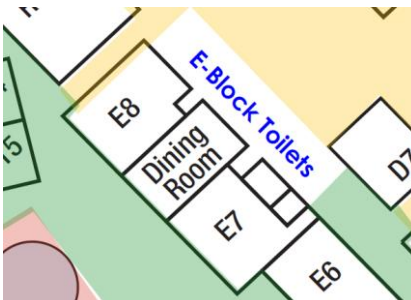
E-Block Male Toilets



Recess and Lunchtime

Supervise the students entering and exiting the toilet block. Ensure numbers are limited to that displayed on the outside of the door. Check the status of the toilets before and after duty.

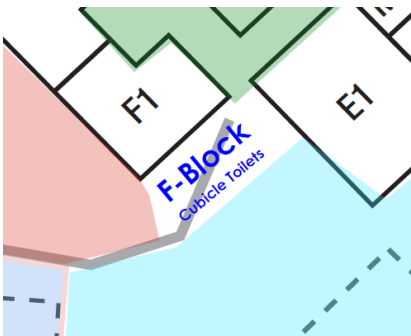
E-Block Female Toilets



Recess and Lunchtime

Supervise the students entering and exiting the toilet block. Ensure numbers are limited to that displayed on the outside of the door. Check the status of the toilets before and after duty.

F-Block Cubicle Toilets



Recess and Lunchtime

Supervise the students entering and exiting the cubicle toilet block. Ensure only one student is in the cubicle at a time. Check the status of the toilets before and after duty.

Rover

Yard duty supervision is assisted by the designated "Rover". The responsibilities of the Rover are to:

- Ensure that all other staff have reported to their Yard Duty. If a staff member has not reported for yard duty, the Rover will locate them through a PA announcements (which can be done by the General Office staff) or by calling the staff member in their designated Office space. If the Rover is unable to locate a specific staff member, they are to inform a member of the Principal Class and undertake the duty of that staff member until they can be located.
- Ensure that all staff on duty are in the relevant area for supervision (consult the map in the staffroom for assistance).
- Before school, once the Rover has established that all staff on duty are in the relevant area for supervision the Rover for the Before School duty will position themselves in the park at the back of the school ensuring no student is congregating in this area.
- At recess and lunchtime, the Rover moves from one Yard Duty spot to another to 'touch base' with all staff on Duty.
- After school, once the Rover has established that all staff on duty are in the relevant area for supervision (consult the map in the staffroom for assistance) the Rover will position themselves on Pannam drive floating between the two bus stops at either end of school fence line.

Extreme Weather timetable

If an extreme weather timetable has been announced by the Principal, Assistant Principal or Daily Organiser, the following arrangements will apply:

- The Teacher on duty designated as Football 1 supervises students in F4/F5
- The Teacher on duty designated as Football 2 moves under the canteen covered area
- The Teacher on duty designated as Soccer Field supervises students in F3
- The Teacher on duty designated as Basketball Court/Amphitheatre remains under cover near the Music room
- The Teacher on duty designated as Front Gate remains at the Front of the school but under cover between the B-Rooms and Admin
- All other Yard Duty areas remain the same.

Yard duty equipment

School staff must at all times during supervision:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be provided to each staff member. Casual Relief Teachers can access Hi-Vis vests from the staff room.
- carry the yard duty first aid bag. The yard duty first aid bags will be stored in the main staffroom
- carry a walkie talkie. The walkie talkies will be stored in the main staffroom.

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:

- arrive at the designated yard duty area promptly
- methodically move around the designated zone, as per the specific requirements outlined for each zone.
- 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 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 on Compass or contact the relevant Sub-School or 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/Assistant Principal 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 Rover. They should not leave the designated area until the Rover has arrived in the designated area.

If the Rover does not arrive for yard duty, the staff member currently on duty should contact the Front Office or Member of the Principal Class via a Walkie Talkie 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.

Further information on the responsibilities of students in class, and consequences of inappropriate classroom behaviour is available in the Hoppers Crossing Student Engagement Policy

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

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

Hoppers Crossing Secondary 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 or allocated classrooms.

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 the Hoppers Crossing Student Engagement Policy and 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:

- [Structured Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

Independent Study

Any Student who has a designated private study class will report to the relevant sub-school for supervision. These Students may then be directed to the College library or supervised in the Sub-School. Students may, with School and Parental Permission, be allowed to leave the College during these sessions.

Supervision of students 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 to parents and students in the School Policies section of Compass
- 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

Please see the following links on the Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [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	November 2025
Approved by	Principal, Rod Kendall and Hoppers Crossing Secondary College School Council

Next scheduled review date	November 2028
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This policy will also be updated if significant changes are made to school grounds that require a revision of Hoppers Crossing Secondary College's yard duty and supervision arrangements.