Kerang Technical High School
A State Secondary College

Murray Street, Kerang 3579
Ph: 03 5452 1062 | Fx: 03 5452 2649
kerang.tech.hs@education.vic.gov.au
www.kerangths.vic.edu.au

YARD DUTY AND SUPERVISION POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact, Dean Rogers (Principal).

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Kerang Technical 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

Kerang Technical High School's grounds are supervised by school staff from 8.30am until 3.45pm. Outside of these hours, school staff will not be available to supervise students. Before and after school, school staff will supervise the Murray Street Bus area.

Students who may wish to attend school outside of these hours are encouraged to contact Year Level Coordinators and sign in and out through the Xuno Kiosk at the front office.

Yard duty

All teaching staff at Kerang Technical High School are expected to assist with yard duty supervision and will be included in the fortnightly roster.

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The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Kerang Technical High School, teaching staff will be designated a specific yard duty area to supervise.

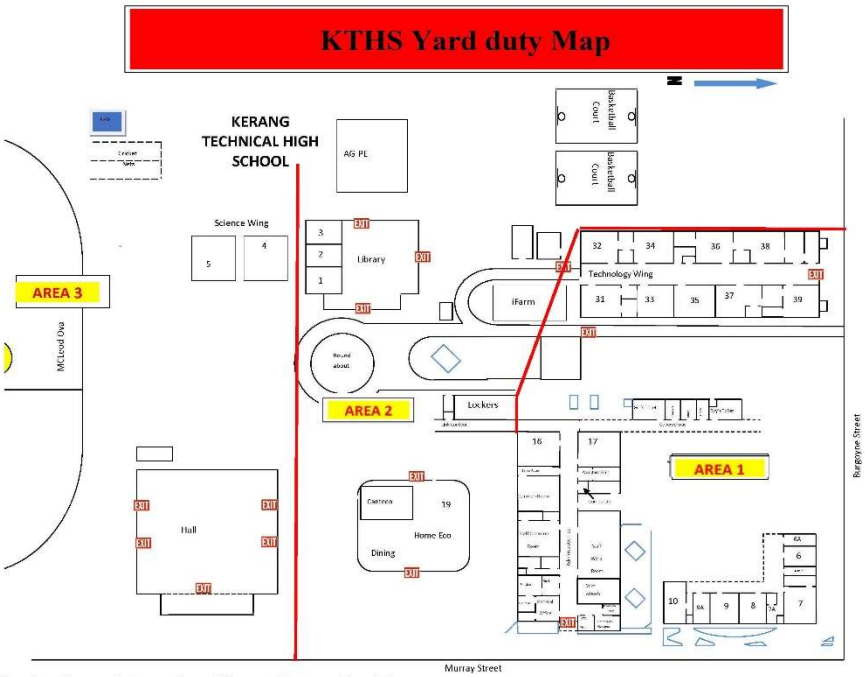
Students leaving school premises

Year Level Coordinators are responsible for approving any request for a student to leave the school premises, including during recess and lunch time. Year Level Coordinators will issue the student with a KTHS Day Pass which includes: the **reason for departure** (Appointment, Parent Choice, Wellbeing, Returning, Non returning) and the **method of parent/carer contact** (Written note, Xuno Message, Email, Text Message or Phone Call) and **time and period student will depart**. Students will then be required to Sign Out through the Xuno Kiosk on departure and subsequent return to school.

Yard duty zones

The designated yard duty areas for our school as at Term 1, 2026) are:

Zone	Area
Zone 1	Hospitality, Library and Basketball Courts
Zone 2	North area including toilets, changerooms, Quadrangle and Red Brick Building.
Zone 3	Oval



Area 2 teacher required to go through Library at Recess and Lunchtime

Basketball courts needs to be monitored between Area 1 and 2 staff noting the volume of students and adequate supervision.

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Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until a relieving staff member replaces them.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- 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 Engagement & Wellbeing policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in Xuno – Incident.

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 Assistant Principal and 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 Assistant Principal and 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 send a message to the office and not leave 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.

Staff should be familiar with the Student Wellbeing and Engagement Policy to ensure staff understand your school's disciplinary procedures and supervision.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Front Office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

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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

Kerang Technical High School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Kerang Technical 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 the school Library.

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

VCE students based on their subject load will have several study periods allocated per fortnight. Study periods will be timetabled as 'Study periods' on the student's timetable. Year 11 Students will attend the school Library during their study periods.

During Term 1, Year 12 students will not be permitted to leave the school grounds and will have access to the Year 12 Common Room and school Library. During Terms 2, 3 and 4, Year 12 students may go home during their study periods but must sign in and sign out through the Front Office Xuno Kiosk.

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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 as a reference in our school newsletter

Information for parents and students on supervision before and after school is communicated at the beginning of each term in our school newsletter.

FURTHER INFORMATION AND RESOURCES

- Child Safe Standards
- School Based Apprenticeships and Traineeships
- Structured Workplace Learning
- Work experience
- Supervision of students
- Visitors in schools

POLICY REVIEW AND APPROVAL

Policy last reviewed	27 April 2026
Consultation	School Council
Approved by	Principal, Kerang Technical High School
Next scheduled review date	27 April 2028

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