



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact (03) 8376 5200 or alamanda.k9@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 Alamanda 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

Alamanda College grounds are supervised by school staff from 8:30 until 3:30. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through our school website, regular reminders in our newsletter, XUNO and school box that they should not allow their children to attend Alamanda College outside of these hours. Families will be encouraged to contact the front office on 8376 5200 or refer to the school website for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or year level AP 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
- place the student in an out of school hours care program (if available and the parent consents)



- 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 and out of the front office.

Yard duty

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

The Principal and Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Alamanda College, school staff will be designated a specific yard duty area to supervise.

School Timetable:

Timetable A (20)	Primary	Classes
Continuous Entry	8:35am	1A, 1B, 1C 2A, 2B, 2C 3A, 3B, 3C 4A, 4B, 4C 5A, 5B, 5C, 5D 6A, 6B, 6C, 6D
START TIME	8:45am	
RECESS	10:00am-10:20am	
LUNCH	12:30-1:00pm	
Eating Time	1:00pm-1:15pm	
FINISH	2:50pm	

ASSEMBLY Monday AM

Timetable B (20)	Primary	Classes
Continuous Entry	8:35am	1D, 1E, 1F 2D, 2E, 2F 3D, 3E, 3F 4D, 4E, 4F, 4G 5E, 5F, 5G 6E, 6F, 6G, 6H
START TIME	8:45am	
RECESS	9:20am-9:40am	
LUNCH	11:05am-11:35am	
Eating Time	1:35pm-1:50pm	
FINISH	2:50pm	

ASSEMBLY Wednesday PM

Timetable C (20)	Primary	Classes
Continuous Entry	8:35am	1G, 1H, 1I 2G, 2H, 2I 3G, 3H, 3I 4H, 4I, 4J, 4K 5H, 5I, 5J 6I, 6J, 6K, 6L
START TIME	8:45am	
RECESS	9:45am-10:05am	
LUNCH	12:05pm-12:35pm	
Eating Time	12:35pm-12:50pm	
FINISH	2:50pm	

ASSEMBLY Friday AM

Timetable D (20)	Primary	Classes
Continuous Entry	8:35am	1J, 1K 2J, 2K, 2L, 2M 3J, 3K, 3L, 3M 4L, 4M, 4N 5K, 5L, 5M, 5N 6N, 6M, 6O
START TIME	8:45am	
RECESS	10:20am-10:40am	
Eating Time	1:15pm-1:30pm	
LUNCH	1:30pm-2:00pm	
FINISH	2:50pm	

ASSEMBLY Tuesday AM

Timetable E - PREP (10)	Primary	Classes
Continuous Entry	8:35am	00A, 00B, 00C, 090D, 00E, 00F, 00G, 00H, 00I
START TIME	8:45am	
RECESS	10:45am-11:05am	
Eating Time	1:05pm-1:20pm	
LUNCH	1:20pm-1:50pm	
FINISH	2:50pm	

ASSEMBLY TBC



Yard Duty Timetable

Timetable A

Day - Time/Area	Timetable A Area 1	Timetable A Area 2	Timetable A Area 3	Timetable A Area 4	Timetable A Area 5
Monday A Recess	Basile Sophia	Ruth Moore	Dang Jason	Christakakis Christopher	Francis Kate
Monday A Lunch 1	Chung Ka Fam	Ly Anna	Vandermeer Susanne	Wharton-Moeur Lucie	Zhang Tiffany
Monday A Lunch 2	Chung Ka Fam	Ly Anna	Jawad Yasmine	Wharton-Moeur Lucie	Zhang Tiffany
Tuesday A Recess	Beattie Breannan	Robinson Cassey	Sebek Shannon	Subramaniam Devi	Zhang Tiffany
Tuesday A Lunch 1	Deckker Jacquie	Mathee Cathy	Francis Kate	Ruth Moore	Trevor Hanlan
Tuesday A Lunch 2	Deckker Jacquie	Mathee Cathy	Francis Kate	Ruth Moore	Trevor Hanlan
Wednesday A Recess	Subramaniam Devi	Elford Molly	Calderwood Tara	Christakakis Christopher	Trevor Hanlan
Wednesday A Lunch 1	Dutta Pinky	Jawad Yasmine	Vandermeer Susanne	Beattie Breannan	Morgan Jessica
Wednesday A Lunch 2	Dutta Pinky	Jawad Yasmine	Vandermeer Susanne	Beattie Breannan	Morgan Jessica
Thursday A Recess	Nelson Patrick	Mardoyan Elena	Calderwood Tara	Ly Anna	Dang Jason
Thursday A Lunch 1	Deckker Jacquie	Elford Molly	Basile Sophia	Boukouvalas Paula	Poch Lee
Thursday A Lunch 2	Deckker Jacquie	Elford Molly	Morgan Jessica	Boukouvalas Paula	Poch Lee
Friday A Recess	Chung Ka Fam	Carmen Sacco	Wharton-Moeur Lucie	Poch Lee	Basile Sophia
Friday A Lunch 1	Robinson Cassey	Sebek Shannon	Nelson Patrick	Cicivelli Amy	Mardoyan Elena
Friday A Lunch 2	Robinson Cassey	Sebek Shannon	Nelson Patrick	Cicivelli Amy	Mardoyan Elena

Timetable B

	Timetable B Area 1	Timetable B Area 2	Timetable B Area 3	Timetable B Area 4	Timetable B Area 5
Monday B Recess	Allen Chelsea	Sinclair Patricia	Jem Ace	Bhaskaran Dhama	Rongshuo Fan (Phoebe)
Monday B Lunch 1	Kennedy Ruby	Smith Bradley	Som Ricky	Wilson Paige	Mashika Olesya
Monday B Lunch 2	Kennedy Ruby	Smith Bradley	Som Ricky	Wilson Paige	Mashika Olesya
Tuesday B Recess	Allen Chelsea	Pillay Deshni	Som Ricky	Stephens Lara	Zakaria Kamal
Tuesday B Lunch 1	Pruitt Hope	Hayes Jai	Plunkett Emma	Bhaskaran Dhama	Leitch Ben
Tuesday B Lunch 2	Pruitt Hope	Hayes Jai	Plunkett Emma	Bhaskaran Dhama	Leitch Ben
Wednesday B Recess	Skeen Georgia	Matejin Alexander	Leitch Ben	Stephens Lara	Zakaria Kamal
Wednesday B Lunch 1	Monica Ochnik	Melissa Sundblom	Jen Giang	Demetriou Jonothan	Perre Rachel
Wednesday B Lunch 2	Monica Ochnik	Melissa Sundblom	Jen Giang	Demetriou Jonothan	Perre Rachel
Thursday B Recess	Allen Chelsea	Pillay Deshni	Wilson Paige	Mashika Olesya	Perre Rachel
Thursday B Lunch 1	Jem Ace	Francine Axiak	Matejin Alexander	Skeen Georgia	Rongshuo Fan (Phoebe)
Thursday B Lunch 2	Jem Ace	Francine Axiak	Matejin Alexander	Skeen Georgia	Rongshuo Fan (Phoebe)
Friday B Recess	Hayes Jai	Kennedy Ruby	Plunkett Emma	Zakaria Kamal	Demetriou Jonothan
Friday B Lunch 1	Pruitt Hope	Francine Axiak	Oborne Karen	Smith Bradley	Jen Giang
Friday B Lunch 2	Pillay Deshni	Melissa Sundblom	Oborne Karen	Stephens Lara	Stewart Erik



Timetable C

	Timetable C Area 1	Timetable C Area 2	Timetable C Area 3	Timetable C Area 4	Timetable C Area 5
Monday C Recess	Bloomcamp Lainey	Boxell Katrina	Foster Joanne	Arnott Amanda	Katie Colling
Monday C Lunch 1	Bundhoo Nishta	Elphans Nikita	Rosalie Markovics	Yost Sophie	Ranner Abraham
Monday c Lunch 2	Bundhoo Nishta	Elphans Nikita	Rosalie Markovics	Yost Sophie	Ranner Abraham
Tuesday C Recess	Hoye William	Bloomcamp Lainey	Mann Sanpreet	Lee Wen Min	New Art New ART
Tuesday C Lunch 1	Higgins Sherri	Johnson Sheila	Parker Naomi	Themistokleous Anthony	Henzell Tarnikal
Tuesday C Lunch 2	Higgins Sherri	Johnson Sheila	Parker Naomi	Themistokleous Anthony	Henzell Tarnikal
Wednesday C Recess	Arnott Amanda	Boxell Katrina	Foster Joanne	David Kristen	Themistokleous Anthony
Wednesday C Lunch 1	Kalra Gunjan	Tran Ida	Paisley Stephanie	Katie Colling	Muller Luke
Wednesday C Lunch 2	Kalra Gunjan	Tran Ida	Paisley Stephanie	Katie Colling	Muller Luke
Thursday C Recess	Yost Sophie	Parker Naomi	Nguyen Kevin	Johnson Sheila	Higgins Sherri
Thursday C Lunch 1	Tran Ida	Hoye William	Mann Sanpreet	Lee Wen Min	David Kristen
Thursday C Lunch 2	Foster Joanne	Hoye William	Mann Sanpreet	Lee Wen Min	David Kristen
Friday C Recess	Bloomcamp Lainey	Elphans Nikita	McCarthy Donna	Nguyen Kevin	Welsh Helen
Friday C Lunch 1	Boxell Katrina	Arnott Amanda	New Art New ART	Ranner Abraham	Muller Luke
Friday C Lunch 2	Kalra Gunjan	Paisley Stephanie	New Art New ART	Bundhoo Nishta	Henzell Tarnikal

Timetable D

	Timetable D Area 1	Timetable D Area 2	Timetable D Area 3	Timetable D Area 4	Timetable D Area 5
Monday D Recess	Franco Kate	Nankivell Brandon	Melanie Grbin Melanie	Mcardle Jess	Gauci Natasha
Monday DLunch 1	Campi Madison	Flinn Mitchell	Ostrowski Rebecca	Connor McQuilkin	Do Rosario Carlos
Monday DLunch 2	Campi Madison	Flinn Mitchell	Ostrowski Rebecca	Connor McQuilkin	Do Rosario Carlos
Tuesday D Recess	Crimmins Kate	Stark Greg	Tiwana Gurbir	Martinez Ellie	Do Rosario Carlos
Tuesday D Lunch 1	Rolfo Senada	Harrison Kimberley	Putyra Emma	Gauci Natasha	Mcardle Jess
Tuesday D Lunch 2	Rolfo Senada	Harrison Kimberley	Koo Katrina	Gauci Natasha	Mcardle Jess
Wednesday D Recess	Ai Iris	Patty Joel	Koo Katrina	Bobi Joveski	Putyra Emma
Wednesday D Lunch 1	Mccallum Fiona	Plane Josie	Martinez Ellie	Stark Greg	Tiwana Gurbir
Wednesday D Lunch 2	Mccallum Fiona	Plane Josie	Martinez Ellie	Stark Greg	Tiwana Gurbir
Thursday D Recess	Dalakouras Megan	Campi Madison	Ostrowski Rebecca	Connor McQuilkin	Koneski Suzi
Thursday D Lunch 1	Melanie Grbin Melanie	Franco Kate	Nankivell Brandon	Bobi Joveski	Wacker Bianca
Thursday D Lunch 2	Melanie Grbin Melanie	Franco Kate	Nankivell Brandon	Bobi Joveski	Wacker Bianca
Friday D Recess	Flinn Mitchell	Koo Katrina	Putyra Emma	Harrison Kimberley	Dalakouras Megan
Friday D Lunch 1	Koneski Suzi	Patty Joel	Brown Teegan	Shiell Carin	Wacker Bianca
Friday D Lunch 2	Koneski Suzi	Patty Joel	Brown Teegan	Shiell Carin	Mccallum Fiona



Primary Yard Duty Zones



Secondary Timetable

Grid 1	Classes
9:20am: Start of day	
9:20-9:35am: Homeroom	
9:35-10:32am: Period 1	
10:32-11:29am: Period 2	Year 7 A, B, C, D, E, F
11:29-11:59am: Recess	
11:59am-12:56pm: Period 3	Year 9 A, B, C, D, E, F, G
12:56-1:53pm: Period 4	
1:53-2:23pm: Lunch	
2:23-3:20pm: Period 5	
3:20pm: End of day	

Grid 2	Classes
9:20am: Start of day	
9:20-9:35am: Homeroom	
9:35-10:32am: Period 1	
10:32-11:02am: Recess	
11:02-11:59am: Period 2	Year 7 G, H, I, J, K, L
11:59am-12:56pm: Period 3	Year 8 A, B, C, D, E, F, G, H, I, J, K
12:56-1:26pm: Lunch	
1:26-2:23pm: Period 4	
2:23-3:20pm: Period 5	
3:20pm: End of day	



Secondary Yard Duty Timetable

Yard Duty Timetable As of Jan 31

Day - Area	Time	Agora/Cafe	Blue Courts	Community Oval	Garden G1	Roving
Monday Before School	9:10-9:20	-	-	-	Yarrow Timothy	Groves Jillian
Monday Grid 2 Recess	10:32-11:02	Han Chao	Parisia Phebe	Sobey Sarah	Silva Sudahri	Lehoux Katie
Monday Grid 1 Recess	11:29-11:59	Cooper Paige	Jovanoska Vanessa	Richards Kai	Liang Zhizhi	Harvey Jono
Monday Grid 2 Lunch	12:56-1:26	Booker Grace	Dean Matthew	Fagan Neeve	Gregory Ella	Chowdhury Humayra
Monday Grid 1 Lunch	1:53-2:23	Green Lachlan	Tessaro Emilia	Hick Michael	Lang Georgina	Morkous Joe
Monday After School	3:20-3:40	-	-	-	McInerney Louise	Bugden John
Tuesday Before School	9:10-9:20	-	-	-	Hickson Callum	Simon Kaz
Tuesday Grid 2 Recess	10:32-11:02	Dunlop Kelsey	Bhardwaj Adviti	Warberg James	Wang Johnson	Tringale Matt
Tuesday Grid 1 Recess	11:29-11:59	Jovanoska Vanessa	Harvey Jono	Nguyen Andy	Hockley Leisa	Liang Zhizhi
Tuesday Grid 2 Lunch	12:56-1:26	Han Chao	Parisia Phebe	Morkous Joe	Kaur Lallee Indergit	Young Bernard
Tuesday Grid 1 Lunch	1:53-2:23	Wall Jack	Green Lachlan	Osborne Alice	Griffin Lauren	Groves Jillian
Tuesday After School	3:20-3:40	-	-	-	Chowdhury Humayra	King Donna
Wednesday Before School	9:10-9:20	-	-	-	Silva Sudahri	Yang Ally
Wednesday Grid 2 Recess	10:32-11:02	Booker Grace	Dean Matthew	Wang Sijia	Griffin Lauren	Tessaro Emilia
Wednesday Grid 1 Recess	11:29-11:59	Cooper Paige	Osborne Alice	Wall Jack	Currie David	Groves Jillian
Wednesday Grid 2 Lunch	12:56-1:26	Han Chao	Fagan Neeve	Richards Kai	Gregory Ella	Lang Georgina
Wednesday Grid 1 Lunch	1:53-2:23	Green Lachlan	Nguyen Andy	Duncan Cameron	Shang Jing	Kaur Lallee Indergit
Wednesday After School	3:20-3:40	-	-	-	King Donna	Hubert Tracey
Thursday Before School	9:10-9:20	-	-	-	Simon Kaz	Wang Sijia
Thursday Grid 2 Recess	10:32-11:02	Booker Grace	Harrison Callum	Tringale Matt	Young Bernard	Chowdhury Humayra
Thursday Grid 1 Recess	11:29-11:59	Currie David	Zang Choa (Vicky)	Bhardwaj Adviti	Smith Ethan	Wang Johnson
Thursday Grid 2 Lunch	12:56-1:26	Parisia Phebe	Sobey Sarah	Gregory Ella	Lehoux Katie	Hubert Tracey
Thursday Grid 1 Lunch	1:53-2:23	Dalmau Jett	Kaur Lallee Indergit	Morkous Joe	Hick Michael	Nguyen Andy
Thursday After School	3:20-3:40	-	-	-	Migliorissi Estelle	Yarrow Timothy
Friday Before School	9:10-9:20	-	-	-	Richards Kai	Dalmau Jett
Friday Grid 2 Recess	10:32-11:02	Bhardwaj Adviti	Bugden John	King Donna	Jovanoska Vanessa	Horvath Michael
Friday Grid 1 Recess	11:29-11:59	Cooper Paige	Wall Jack	Warberg James	Tessaro Emilia	Duncan Cameron
Friday Grid 2 Lunch	12:56-1:26	Dunlop Kelsey	Shang Jing	Griffin Lauren	Tomlinson Louella	Harrison Callum
Friday Grid 1 Lunch	1:53-2:23	Liang Zhizhi	Smith Ethan	Sobey Sarah	Hickson Callum	McInerney Louise
Friday After School	3:20-3:40	-	-	-	Lehoux Katie	Fagan Neeve

Yard duty equipment

School staff must:

- Carry the yard duty first aid bag at all times during supervision.
- The yard duty first aid bag will be stored in each classroom and refills are available at the front office sickbay when required.
- Carry their mobile phone with them in case of an emergency.

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
- 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)
- ensure students remain in their designated year level zone areas
- 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 with the main office sickbay as soon as possible

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 year level 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 Assistant Principal or year level leader 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 phone the front office to alert them 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 time.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their pod partner 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](#).

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.

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
- Sent to staff via email at the beginning of term one and when edited or adjusted throughout the year.
- Discussed at staff briefings or meetings, as required



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

- 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	April 2024
Approved by	College Principal, AP, Year level teachers, School Council - Published on the college website term 2 2024 - Discussed and reviewed at School Council meeting Date Approved: _____ - Placed on the staff share drive for staff consultation term 2, 2024
Review Date	Jan 2025 or when required throughout the year