



YARD DUTY AND SUPERVISION POLICY

PURPOSE

The purpose of this policy is to explain the unique Prahran High School yard duty procedures and expectations for the appropriate supervision of secondary students.

As Prahran High School is a vertical school in a busy urban and commercial environment, the site and this policy require clear site-specific responsibilities of school staff. Appropriate supervision is an important strategy to monitor student behaviour, both in and out of the school buildings, 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.

OBJECTIVE

To ensure that school staff understand their unique Prahran High School supervision and yard duty responsibilities.

SCOPE

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.

This policy applies to all teaching and non-teaching staff at Prahran High School, including Education Support staff, Casual Relief Teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, time and places.

POLICY

Before and After School

The Prahran High School building, including internal areas, outdoor areas, bicycle parking, secure laneway space and primary front door/entrance points will be supervised by school staff from 8:30am–9:00am and 3:05pm -4:30pm.

Between 3:15pm – 4:30pm students who are attending one of our after-school *Life@PHS Clubs* must always be supervised.

Students who wish to remain at school outside these hours are asked to sign-in at the school office through the Compass kiosk.

Entrance and Exit Points

At both the start and conclusion of the school day, all students are to use the front entrance doors facing High Street. This allows for clear staff supervision of the entrance/exit point and the street area immediately adjacent to the school.

These doors are set on a timer so that they automatically open for students at 8:30 am and are then locked and require intercom entrance via the school office from 9:10am until 3:00pm.

There will be no entry to the school from the other doors to ensure smooth movement and effective supervision.

The rear and side doors of the school site will remain externally locked throughout the school day and will only be accessible with a staff swipe card.

Visitors to the school may only enter through the main entrance on High Street and will use an intercom to communicate with the office, who will allow entry to the school. Visitors must sign in at the Compass kiosk.

School Supervision – Yard Duty

At PHS, teachers are required to provide both active and passive supervision of students within the building and grounds. Supervision is both a necessary component of our duty of care responsibilities to our students, along with an excellent chance to build relationships, get to know students and join in activities with them.

Staff are required to provide supervision at all times by being aware of students in the vicinity and acting to ensure that they are behaving in a safe manner. It is a shared responsibility to ensure high standards of supervision in the school, at all times.

Any time a staff member walks past a student doing the wrong thing (e.g. littering, using inappropriate language, bad behaviour, being in the wrong place), we implicitly condone the behaviour. We best support each other, our kids and our school by being on top of our supervision responsibility at all times!

Yard duty equipment

Staff on active supervision are required to be familiar with the location of the nearest first aid kit and carry a mobile phone with them at all times.

First Aid equipment for use during yard duty is located in each staff workspace, at reception, in the gym, and in all specialist spaces across the school.

School Supervision Duty Areas and Specific Responsibilities

Duty Area:	Description of Duties
Library	<ul style="list-style-type: none"> Active Supervision of students in the library and Atrium area Ensure NO food or drinks are present Ensure that students are complying with other school policies (e.g.: Devices and Mobile Phone Usage) Ensure that the area is clean and tidy at the end of the supervision period
Entrance	<ul style="list-style-type: none"> Active Supervision of the Entrance to the school and Atrium Monitor and Supervise the High St area, including the pedestrian Crossing and ensure the area is safe for students Before School: Greet students (and parents or community members) as they enter the school After School: Farewell students, talk to parents outside on High Street Ensure that the area is clean and tidy at the end of the supervision period
GYM	<ul style="list-style-type: none"> Active Supervision of students in the GYM and on the bleachers on L3 Organise sports for activities (where possible) Monitor the use and return of school sports equipment Ensure students do not eat food in the GYM and that any rubbish on the bleachers is put into bins. Ensure the GYM is clean and tidy at the end of the Supervision period
Interior	<ul style="list-style-type: none"> Students should only be on L1 or L2 if they have permission, are returning a lunchbox/book to their locker or are required by a teacher

	<ul style="list-style-type: none"> • Active Supervision of L1 and L2 during recharge and lunchtime, including the locker areas and learning spaces, ensuring students move immediately to either Ground or L3 • Direct students to move to the areas designated during these times • Provide additional supervision of the Atrium and bleachers • Ensure students do not eat food in the interior of the building
Laneway	<ul style="list-style-type: none"> • Active Supervision of the Laneway at the side and rear of the building, and the Atrium • Monitor the use and return of sports equipment used in the Laneway • Participate in games, activities with students • Ensure students put rubbish into bins and that the area is clean and tidy at the end of the supervision period
Terrace	<ul style="list-style-type: none"> • Active Supervision of the Active Terrace (L3) and the Roof (when in use) • Participate in games, activities with students • Monitor the use and return of any sports equipment used on the Active terrace • Ensure students put rubbish into bins and that the area is clean and tidy at the end of the supervision period
Windsor Siding	<ul style="list-style-type: none"> • Collect First Aid kit • Meet teacher partner and interested students at rear gate • Walk students to Windsor Siding, then students can play on the basketball court, playground and lawns • Walk students back to school five minutes before the end of lunch and return via rear gate • Return First Aid kit
Homework (the Atrium G.20)	<ul style="list-style-type: none"> • Active Supervision and Academic Support during Homework Club • Liaise with and support any external volunteers • Ensure NO food or drinks are present • Ensure that students are complying with other school policies (eg: Devices and Mobile Phone Usage) • Ensure that the area is clean and tidy at the end of the supervision period

All staff at Prahran High School are expected to assist school supervision and will be included in the weekly roster. At our school, there are unique requirements due to the nature of the school site.

The school will provide active supervision at the front doors/entrance and rear bicycle parking area at the beginning, and conclusion, of the school day, in line with the hours noted above.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis.

At Prahran High School, school staff will be designated responsibilities and duty areas to supervise for each of their sessions. These areas will be either internal or external certain parts of the building.

Staff rostered for yard duty must remain in their designated area, fulfilling their assigned responsibilities, until they are replaced by a relieving teacher.

During yard duty, supervising school staff must:

- communicate warmly and with enthusiasm with students
- methodically move around the designated zone
- 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, Engagement and Relationship Policy*

- ensure that students who require First Aid receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass Chronicle.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into two consecutive time periods), staff must provide a brief but adequate verbal 'handover' in relation to any issues during the first shift to the relieving staff member.

If the supervising teacher needs to leave Supervision during the allocated time, they should contact the Assistant Principal but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for School Supervision, the teacher currently on duty should send a message to the office and have them contact the Assistant Principal or Principal and not leave the designated area until a relieving teacher has arrived.

Should students require assistance during Recharge or lunch break, they are encouraged to speak to the supervising Supervision teacher.

Senior School Supervision Arrangements

Senior School students will be granted further and broader responsibilities, reflecting their age, their level of maturity and the commitment of Prahran High School to nurturing the development of responsible, sensible and positive young people who live and study in the inner-city.

There will be some different protocols and procedures available to students at different year levels at Prahran High School. These are set out below.

Senior School Lunch Pass

Students in Year 12 and Year 11 (Fridays only) are provided with a Lunch Pass. The Lunch Pass will then enable them to leave the school grounds to eat lunch in the community area surrounding the school. Students must sign out and back in again at the Compass kiosk, within the specified time frame or their pass will be revoked.

Senior School Personal Study Sessions

Times when students do not have timetabled classes are called Personal Study Sessions. These sessions are not 'free' time, nor a time for socialising.

Personal Study sessions on-site will be held in the Senior School Study space 3.05, within, clear line of sight to teacher offices and classrooms. Students are expected to manage their Personal Study time responsibly and positively.

Where a student has a Personal Study allocation in Learning Session 1, at the beginning of their school day, they may study at home or at school for that session. They must then arrive to school by 10:15 am to begin Learning Session 2, where the roll will be marked as normal.

Where a student has a Personal Study allocation in Learning Session 4 or 5, at the end of their school day, they may leave school and study at home for that session. If students leave school for Personal Study, they must sign out with their ID cards, using the Compass kiosk at the main entrance.

Learning Space – General Supervision

The classroom teacher is responsible for the supervision of all students in their care during classes.

If a teacher needs to leave a Learning Space unattended at any time during a lesson, they should first contact the office and have them contact the Assistant Principal or Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Digital devices and virtual classrooms

Prahran High School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices in the classroom environment.

Prahran 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 library.

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

- student attendance will be monitored daily via Compass.
- Any wellbeing or safety concerns for the student will be managed in accordance with our usual process – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

Supervision of students in emergency operating environments:

Prahran High School will follow the Department's operations guidance in the event of any mandatory period of remote or flexible learning.

External providers

Prahran High School also takes steps to ensure student safety when they are engaging in off-site workplace learning programs with external providers, such as when students are participating in work experience.

Prahran High School will follow all applicable Department of Education and Training policy and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount.

The Department's guidelines in relation to Workplace Learning are available at the following site [Structured Workplace learning policy](#)

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. 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.

Students requiring additional supervision support:

Sometimes, students will require additional supervision, over and above the ratios provided above. 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.

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 annual reference in school newsletter
- 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 annually in our school newsletter

FURTHER INFORMATION AND RESOURCES

The following Department of Education school policies:

- [Supervision](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools.](#)

should be read in conjunction with the Prahran High School [Child Safe Policy](#), [Code of Conduct](#) and Student Engagement, Wellbeing and Relationships Policy.

REVIEW PERIOD

This policy was reviewed in February 2024 and approved by the Principal. This policy will be reviewed before February 2026.