



FRANKSTON HIGH SCHOOL

YARD DUTY AND SUPERVISION POLICY

Updated January 2024

POLICIES AND PROCEDURES

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Frankston 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

Frankston High School's grounds are supervised by school staff from 8.30am until 3.40pm on the **Junior Campus** and 8am to 3.40pm on the **Senior Campus**. Outside of these hours, school staff will not be available to supervise students.

Students who may wish to attend school outside of these hours are encouraged to attend homework club in the JRC on the days advertised until 4.30pm. Senior students may use the Study Centre and Presentation space until 5.30pm. Students who participate in Semper Squad will be supervised by Semper Squad staff from 7.30am on the relevant days.

Yard Duty - Junior Campus

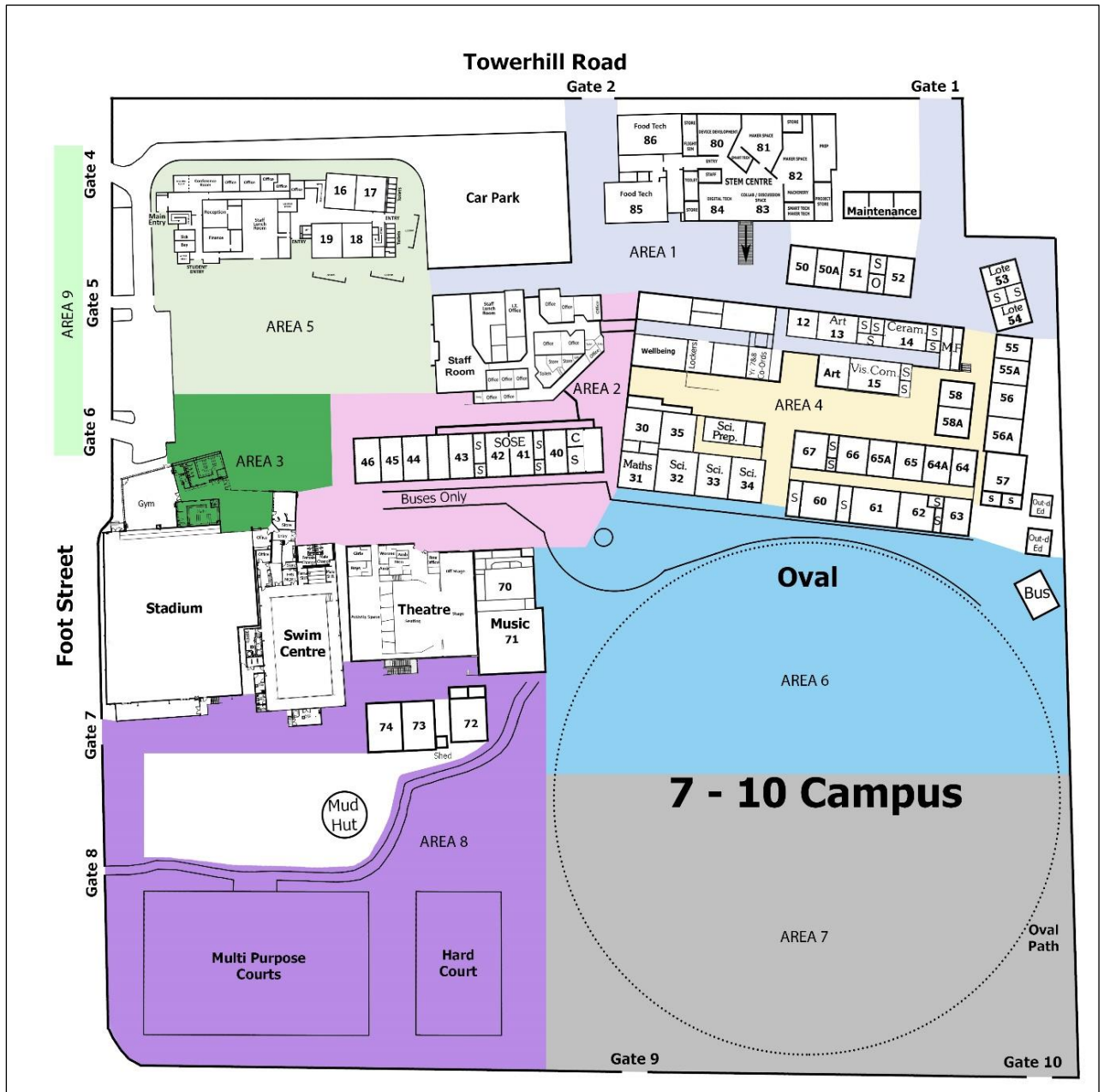
All teachers at Frankston High School are expected to assist with yard duty supervision and will be included in the weekly roster.

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

For the purpose of yard supervision, the campus has been divided into a number of areas. While on yard duty it is expected that teachers will assist with litter collection. Plastic buckets are available in the annex. Staff are required to collect a fluoro jacket and first aid kit from their relevant campus. Staff on the second half of lunch are asked to collect the fluoro jacket from the person who has been on duty on the first half of lunchtime. There will also be a Principal and a member of the Leadership Team out on yard duty each day if assistance is required. They will be wearing yellow fluoro jackets.

Yard Duty Areas Junior Campus 7 - 10

The designated yard duty areas for the Junior campus as of Term 1, 2024 are as follows.



Area	Area Description and Key Information	Out of Bounds Areas	Change Over Location
<p>Area 1</p> <p>Front of School and Year 7 & 8 Corridors/Lockers</p> <p>1 Staff</p>	<p>The area to be supervised is the northern area of the school grounds including the Food Technology and Art Corridors (rooms 10-14), car park behind the STEM Centre, around portables 50, 51, 52, 53 & 54. No balls should be thrown or kicked in a way which endangers other students.</p> <p>This is a large area to cover where active roaming is required.</p> <p>No students are to be inside the corridors (on non-wet weather days). The teacher on duty should be asking students who may be inside the corridors to go outside and ensure students are not eating inside.</p>	<ul style="list-style-type: none"> • Area behind and adjacent to the STEM Centre on the Towerhill roadside • Steps leading down to Towerhill Road • Between main car park and Towerhill Road • Behind portables 50, 50A, 51, 52, 53, 54, 55, 56 & 57 • Main entrance to the school including steps • Any roped off areas <p>Six metres from the fence line on all sides of the school</p>	<p>Steps leading to annexe near year 7 corridor</p>
<p>Area 2</p> <p>Annexe & 40's Building</p> <p>1 Staff</p>	<p>Supervise the annexe, 'Heat & Go' room, around the 40's building, 40's corridor and entry/corridor to the main building and wellbeing. Unlock the 'Heat & Go' room at the beginning of lunch and lock it at the end of the first half of lunch.</p> <p>Patrol Rowe Road paying attention to the pool, pool car park and the area around the Sports Complex, the Performing Arts Theatre and the Music Centre. Supervise middle school quadrangle from Foot Street through to the annexe.</p> <p>Ask students to move away from lockers in a timely manner after/before class.</p> <p>Students should not be 'hanging out' in this space unless they are sitting on the benches provided in the annex. Students should not be inside the corridors on non-wet weather days. Staff need to actively move students out of corridors when patrolling.</p> <p>Insist on orderly behaviour and maintain the cleanliness of the area.</p> <p>Where possible, extra staff will be allocated to the annexe on wet days, staff allocated to the oval shall assist in the annexe.</p>	<p>NA</p>	<p>Annex</p>
<p>Area 3</p> <p>Canteen Windows & Inside the Stadium Foyer</p> <p>2 Staff First Half of Lunch & 1 Staff Second Half of Lunch</p>	<p>Supervise the canteen windows outside the stadium, courtyard area in the front of the stadium, and inside the stadium (1 teacher per window first half of lunch). Insist on orderly behaviour by canteen patrons and maintain the cleanliness of the area.</p> <p>Students are to line up in Sub School lines (Year 7/8 and 9/10). Signs are located above the windows and bollards provided for students to line up between.</p> <p>This requires active monitoring, including inside the stadium foyer and around the toilets – preventing groups entering the toilet.</p> <p>Students are not to be served after the bell.</p>	<p>NA</p>	<p>At canteen window</p>

<p>Area 4</p> <p>Junior Quadrangle / Year 8 Corridor</p> <p>1 Staff</p>	<p>Supervise junior school quadrangle including the 60's corridor and areas around portables 55, 56, 57 and 58.</p> <p>Maintain a strong presence around the junior toilets, maintain cleanliness of the area and instruct students to pick up their rubbish.</p> <p>Students are not permitted in the corridors if it is not a wet-weather timetable. Staff need to actively move students out of corridors when patrolling.</p> <p>Ensure that students are not eating in any of the corridors.</p> <p>Student behaviour is to be orderly at all times.</p>	<p>NA</p>	<p>At the doorway on the junior school quadrangle side of the annexe</p>
<p>Area 5</p> <p>1 Staff</p>	<p>Patrol around the new admin building including the courtyard area in front of the staff car park.</p> <p>Maintain a strong presence around the Middle School Lockers, new admin building toilets, corridor inside the new building downstairs and out of bounds areas such as the staff car park. Ensure only 1 student enters a toilet cubicle at a time.</p> <p>Maintain cleanliness of area instructing students to pick up rubbish.</p>	<p>Car park near Sports Complex</p>	<p>At the doorway on the middle school quadrangle side of the annex</p>
<p>Area 6</p> <p>Upper Oval 1</p> <p>1 Staff</p>	<p>Students should be playing ball games if on the oval. Students are not to be playing rugby or rugby like games and there is to be no tackling at all. Students may only sit on the perimeter of the oval. Students can only be sitting if on the track, not the grass. If on grass, must be playing ball game. Students cannot take food onto the oval, must not eat on the oval and they must keep their shoes on at all times.</p> <p>Staff must ensure a presence on both sides of the oval when on duty.</p>	<p>Six metres from the fence line on all sides of the school.</p>	<p>Hand over on cricket pitch</p>
<p>Area 7</p> <p>Upper Oval 2</p> <p>1 Staff</p>	<p>Students should be playing ball games if on the oval. Students are not to be playing rugby or rugby like games and there is to be no tackling at all. Students may only sit on the perimeter of the oval. Students can only be sitting if on the track, not the grass. If on grass, must be playing ball game. Students cannot take food onto the oval, must not eat on the oval and they must keep their shoes on at all times.</p> <p>Staff must ensure a presence on both sides of the oval when on duty.</p>	<ul style="list-style-type: none"> • Six metres from the fence line on all sides of the school • Behind the fence/cage – down the hill • In between the trees on the hill down to the basketball courts 	<p>Hand over on cricket pitch</p>
<p>Area 8</p> <p>Lower Oval 2 Staff (1 at the Basketball Courts Area 8A and 1 at the Multi-courts Area 8B)</p>	<p>Rough play is not permitted, and students need to be moved on from this area if they continue to engage in rough/risky play after a warning.</p> <p>No food to be taken or consumed on the multi-purpose synthetic or basketball courts.</p> <p>Students must follow the multi-court rules located on the fence. Limit of 40 students on the multi-courts. Monday - Junior School students only. Tuesday to Friday – Year 7-10 students only.</p> <p>Students are not to deliberately kick the ball over the road and must ask for permission before going to collect the ball.</p> <p>The teacher on duty is required to keep an eye on the areas below the oval including the Hands on Learning Hut area, multipurpose synthetic courts, cricket nets, lower basketball court, Marion Heale Garden and around Rooms 71-74.</p> <p>Please make sure there are no students in the out of bounds areas of the garden.</p>	<ul style="list-style-type: none"> • Six metres from the fence line on all sides of the school • The area near the water tank including the sandy bank • Behind the mud hut 	<p>On the path where the soccer and hard courts are visible</p>

<p>Area 9</p> <p>Bus Duty</p> <p>2 Staff</p>	<p>Active supervision is required enforcing orderly and safe behaviour.</p> <p>Students are to line up prior to boarding the bus. Any student queue jumping is to board the bus last and should be reported to the year level coordinators.</p> <p>Supervise the Frankston buses, which leave from the bus shelter in Foot Street outside the Senior School. Departure times are approx. 3.20pm and 3.25pm.</p> <p>From there check the Baxter bus which leaves from Towerhill Road at 3.30pm.</p> <p>Next check the Mt Eliza bus, which leaves from the Junior School car park. Approximate departure time is 3.35pm. Finally check the Heatherhill Road bus which leaves from Foot Street opposite the bus shelter. Approximate departure time is 3.40pm.</p> <p>NOTE: Unlocking the bike compound not required</p>	<p>Students are encouraged to cross the road at the crossing after school – please report any breaches to road safety to the year level coordinator (via Compass).</p>	
<p>Yard Duty Staff Member In Charge</p>	<p>The staff member on yard duty in charge is required to check all staff are in attendance and support all yard duty areas as required.</p> <p>When a teacher does not attend their yard duty, call the daily organiser or front office to locate the staff member.</p>	<p>NA</p>	<p>Outside the Annex & upper oval</p>
<p>Principal Team</p>	<p>The Principal Team is allocated a day per week to supervise and support staff on yard duty before school, recess, lunchtime, and afterschool.</p>	<p>NA</p>	<p>NA</p>

Wet Day Yard Duty Arrangements

- There will be an announcement from the General Office informing the school when such arrangements need to be in place, when they start and when they finish
- At recess and lunch time the **Year 7, 8, 9 and 10 corridors and Annex** will be open so that students can shelter out of the weather
- Students will be allowed to eat in the corridors
- Students need to be seated in the corridors
- The **Principal** on yard duty will supervise the **year 7 corridor** and will open **room 16**. Where possible the **Year 7 Head of Year** and **Year 7 Team** will go to the year 7 corridors and room 16 to support
- Where possible the **Year 8 Head of Year** and **Year 8 Team** will go to the **year 8 corridor** and will open **room 67**
- The **Leading Teacher** on duty will move throughout both the year 7 and 8 areas to offer support
- Staff who have yard duty on the **upper oval** should liaise with the **Year 8 Head of Year** in the year 8 corridor if there are no students present on the oval
- Staff who have yard duty on the **lower oval** should come and assist in the **canteen stadium area** and **Middle School corridor** if there are no students on the lower oval
- Where possible the **Year 9 Head of Year** and **Year 9 Team** moves to the **annexe** and **Middle School corridor** to support
- Where possible the **Year 10 Head of Year** and **Year 10 Team** moves to the **stadium foyer** to support
- In heavy conditions **Area 1** (front of school), **6 and 7** (upper oval) and **8** (lower oval) need to instruct students to go undercover.

Area	Wet Day Yard Duty Relocation
<p>Area 1</p> <p>Front of School</p> <p>2 Staff</p>	<p>Continue in original area 1 focusing on undercover areas and moving students off the courts. Please check in with the Principal in the year 7 corridor and room 16. In heavy conditions students are to be instructed to go undercover.</p>
<p>Area 2</p> <p>Annexe & 40's Building and Courtyard</p> <p>1 Staff</p>	<p>Continue in Area 2 Assist with supervising middle school corridor</p>
<p>Area 3</p> <p>Canteen Window and Stadium Area</p> <p>2 Staff</p>	<p>Continue in Area 3</p>
<p>Area 4</p> <p>Junior Quadrangle/Year 7 & 8 Corridors</p> <p>1 Staff</p>	<p>Teacher on duty moves between year 7 and 8.</p> <p>Where possible the Year 8 Head of Year and Year 8 Team will supervise the year 8 corridor and will open room 67.</p> <p>Where possible the Year 7 Head of Year and Year 7 Team moves to the year 7 corridors and room 16 to support.</p> <p>The Leading Teacher on duty will move throughout both the year 7 and 8 areas to offer support.</p>
<p>Area 5</p> <p>New Building and Courtyard Area</p> <p>1 Staff</p>	<p>Teacher of duty moves around building under cover area.</p> <p>Where possible the Year 9 Head of Year and Year 9 Team moves to room 18.</p> <p>Where possible the Year 10 Head of Year and Year 10 Team moves to room 19.</p>
<p>Area 6</p> <p>Upper Oval 1</p> <p>1 Staff</p>	<p>Staff who have yard duty on the upper oval should liaise with the Year 8 Head of Year in the year 8 corridor if there are no students present on the oval. In heavy conditions students are to be instructed to go undercover.</p>
<p>Area 7</p> <p>Upper Oval 2</p> <p>1 Staff</p>	<p>Staff who have yard duty on the upper oval should liaise with the Year 8 Head of Year in the year 8 corridor if there are no students present on the oval. In heavy conditions students are to be instructed to go undercover.</p>
<p>Area 8</p> <p>Lower Oval</p> <p>2 Staff</p>	<p>Staff who have yard duty on the lower oval should liaise with the teachers in the annex and middle school if there are no students present on the oval. In heavy conditions students are to be instructed to go undercover.</p>

Yard Duty - Senior Campus

For the purpose of yard supervision, the campus has been divided into three areas. While on yard duty it is expected that teachers will assist with litter collection. Plastic bags and fluoro jackets are available from the cupboard under the notice board in the staff work room. Staff on the second half of lunch are asked to collect the fluoro jacket from the person who has been on duty on the first half of lunchtime. There will also be a principal and a member of the Leadership Team out on yard duty if assistance is required. They will be wearing yellow fluoro jackets.

Area	Description	Out of Bounds Areas	Change Over Location
<p>Area 10</p> <p>Senior School Quadrangle</p> <p>1 Staff</p>	<p>The area to be supervised includes the quadrangle, inside the canteen, around the 400 classrooms and 500 portables. Please seek students' co-operation in ensuring that any litter is picked up and placed in the rubbish bins provided.</p> <p>Please enforce the no smoking/vaping rule by checking the toilet areas, locker bays and doorways to the 500 portables. Students should not be inside to 400 classrooms.</p> <p>After the locker bell and during the five minutes of music (at the end of recess and lunchtimes) please make sure that all students have cleared the various areas.</p>	<ul style="list-style-type: none"> • Inside the 400 and 500 classrooms • Front of the museum and car park near the science centre 	<p>Top of the steps in-front of the Senior School Office</p>
<p>Area 11</p> <p>Senior School Gates/Hands on Learning</p> <p>1 Staff</p>	<p>The area to be supervised includes the Science building, basketball court, Hands on Learning Centre, soccer pitch and surrounds. Students are not permitted food on the court.</p> <p>Please seek students' co-operation in ensuring that any litter is picked up and placed in the rubbish bins provided.</p> <p>Please enforce the no smoking/vaping rule by checking the ti-tree area near the Hands-on Learning Centre.</p> <p>After the locker bell and during the five minutes of music (at the end of recess and lunchtimes) please make sure that all students have cleared the various areas.</p> <p>Ensure students are not leaving the school grounds to go to neighbouring shops by Gate 15 and 16.</p>	<ul style="list-style-type: none"> • Primary School boundary • Staff Carpark • Front of school perimeter 	<p>Science Centre Steps</p>
<p>Area 12</p> <p>Towerhill Road, Margaret Mace, Kitchen</p> <p>1 Staff</p>	<p>The area to be supervised includes Towerhill road gate 11 and 12, the Margaret Mace Study Centre, the kitchen area and the front of the school Foot Street, gate 13. Please walk through the Presentation Space, through room 304, check the Margaret Mace to ensure no one is eating in there and that students are studying silently, no students should be inside the 305-7 classrooms or in the Japanese Garden. Please check that students have cleaned up after themselves in the kitchen area and then walk around behind wellbeing offices, check that no students have left across to Delacombe Park and check the perimeter of Towerhill and walk back in via the front of the school (Foot Street – Gate 13).</p> <p>Students will be directed inside into the Presentation Space and Margaret Mace in Wet Weather Conditions.</p>	<ul style="list-style-type: none"> • Japanese Garden • Bike rack at the end of the Margaret Mace Study Centre • Perimeter along the 305-7 classroom • Inside classroom 305-7 	



Wet Day Yard Duty Arrangements

- There will be an announcement from the General Office informing the Senior Campus when such arrangements need to be in place, when they start and when they finish
- At recess and lunch time the **Presentation Space and Margaret Mace** will be open so that students can shelter out of the weather
- Students will be allowed to eat in these areas
- Students need to be seated
- The **Year 12 Head of Year** will support the **Area 12 Yard Duty** to supervise the **Presentation Space**
- The **Year 11 Head of Year** will support the **Area 12 Yard Duty** to supervise the **Margaret Mace Study Space**
- The **Campus Principals** will support the **Area 10, 11 and 12 Yard Duty** in the undercover space
- Staff who have yard duty in **Area 11** should encourage students out of the wet weather into the undercover near and inside the **Science Centre**
- In heavy conditions **Area 10 and 11** need to instruct students to go undercover.

Yard Duty Equipment

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored photocopy area on the Junior Campus and in the staff work room on the Senior Campus
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the photocopy area on the Junior Campus and in the staff work room on the Senior Campus
- Be familiar with the yard duty information pack containing student health and safety information stored in the photocopy area on the Junior Campus and in the staff work room on the Senior Campus
- Take their mobile phone on yard duty.

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:

- 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 signed in
- 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 or near misses as appropriate on EduSafe and Compass

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 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 member of the Leadership Team or Principal team on duty but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should contact the Leading Teacher or Principal Class member on duty and not leave the designated area until a relieving teacher 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.

Students who need to leave the classroom (for example; go to the toilet) need to carry their student diary signed by the classroom teacher.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a member from the General Office, Daily Organiser or Sub Schools 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

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

Frankston 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 allocated break out space which could include: library, conference room, front office break out room or presentation space.

Students Requiring Additional Supervision Support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Inclusion Team, Sub Schools 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:

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

Independent Study

Year 12 students will have one study block of 5 sessions per week. In certain circumstances it is possible for a senior student to have additional study periods. This will be timetabled as a formal 'study period' where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. 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, 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.

Movement Between the Two Campuses

Students must use the official allocated crossings between the Junior and Senior Campus. Students are to be alert and vigilant when crossing the road practicing safe pedestrian behaviour.

Students who cross the road at unallocated spots will receive a detention.

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
- Included as a reference in our 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.

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	January 2024
Approved by	Principal
Next scheduled review date	January 2025

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