Copperfield COLLEGE

Empowering every student to aspire and achieve

YARD DUTY AND SUPERVISION POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact Campus 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 Copperfield 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 College 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

Copperfield College's grounds are supervised by school staff from 8.50am to 3.22pm on all school days. Outside of these hours, school staff will not be available to supervise students.

Students who wish to attend school outside of these hours will be expected to sign in and out of the General Office, attend the library should it be open (or the Study Centre for students at the Delahey Campus) or wait at the General Office.

Yard duty

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

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

Yard duty zones

The designated yard duty areas for each campus of Copperfield College are distributed by the relevant Campus Timetabler and are also available upon request from the Campus Timetabler. A copy of yard duty areas are also on display in the general staffroom at each campus.

Please refer to the appendix (attached to this policy) for mapped areas of yard duty, for each campus.

- Appendix A: Delahey Campus Yard Duty Maps
- Appendix B: Kings Park Campus Yard Duty Maps
- Appendix C: Sydenham Campus Yard Duty Maps

Yard duty equipment

Where practical, school staff will be provided a safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be given to each staff member. Spare safety/hi-vis vests will also be stored in each staffroom, as well as each campus Daily Organiser's office.

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 at the General Office (excluding drop off and collection periods)
- ensure students remain in their designated year level zones, namely at the junior campuses
- 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 Management Guide.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate [i.e. on Compass or via the General Office].

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 a Campus Principal and/or 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 General Office 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 contact the General Office or a Campus Principal 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. This includes the implementation of the College's Student Management Approach, namely the exiting of a student as a disciplinary procedure. It is the classroom teacher's responsibility to ensure that an exited student attends, and is adequately supervised at, the designated exit location (for example, another classroom to be supervised by the teacher timetabled in that classroom). It is recommended that the classroom teacher does not exit a student to a location where supervision by another teacher or member of the Sub School cannot be guaranteed.

The classroom teacher should, as soon as is practically possible, notify the General Office when a student self-exits a classroom without the permission of the teacher.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the nearest Team Office or the General Office 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 Campus Principals and Campus Leadership Team's 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 Excursions Policy.

Digital devices and virtual classroom

Copperfield College follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Copperfield 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.

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

- student attendance will be monitored daily
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our 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 Campus Principal or Disability Inclusion Leading Teacher 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

At the Delahey Campus, Year 12 students only, will have one study block of three sessions per week. This will be timetabled as a formal ‘study hall’ 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.

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 and in the 'documentation' section of Compass
- Made available in hard copy from the General Office 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 refer to 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

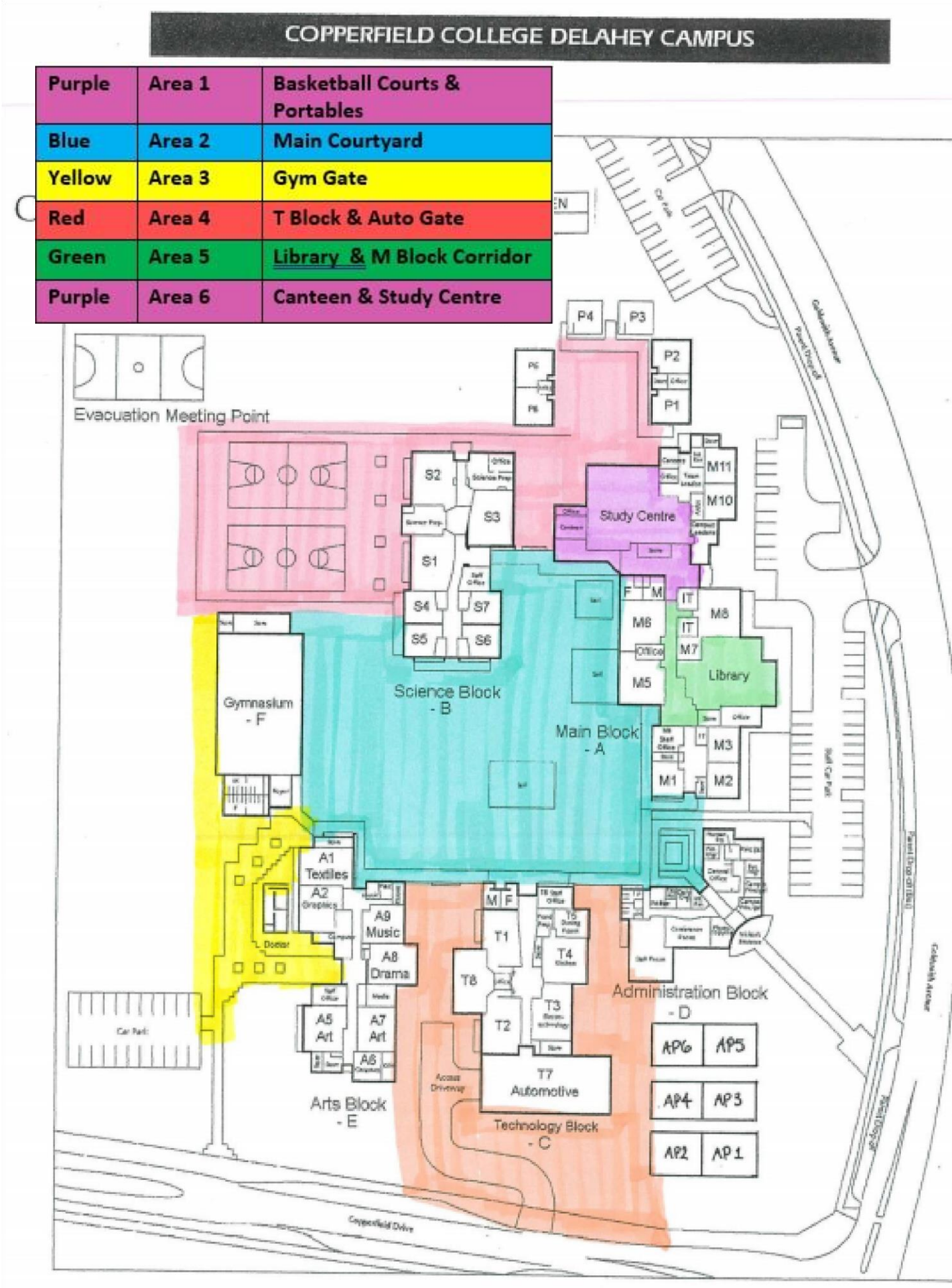
POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2026
Policy requirement	Mandatory
School Council consultation/approval	Consultation with school council is not required for this policy, as it is operational
College approved by	Assistant Principal Nick Hooper
Next scheduled review date	October 2028 - This policy has a mandatory review cycle of 2 years

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

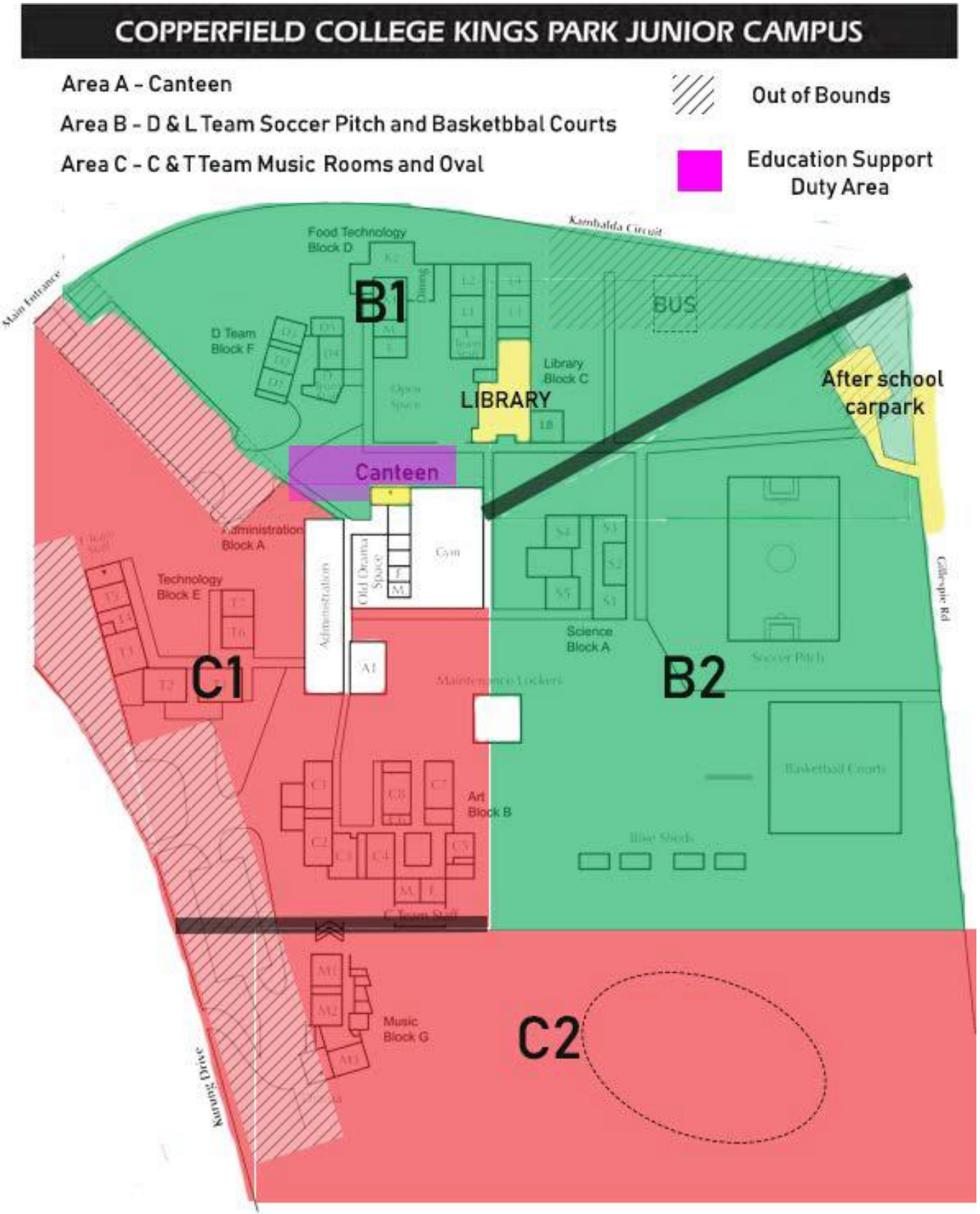
Appendix A: Delahey Yard Duty Maps

YARD DUTY AREAS



Appendix B: Kings Park Yard Duty Map

Yard Duty Areas at Kings Park



Wet Weather Arrangements: Only when announcement made
Area C2 go to room A1
Area B2 go to rooms L3 & L4

Appendix C: Sydenham Yard Duty Maps

Yard Duty Areas at Sydenham

Area 1: The front of the school from the main entrance, E/H teams and the courtyard in between
Area 2: The oval
The oval, basketball courts and behind the Gymnasium
Area 3: K/B Teams, the courtyard in between and the front of the school to the main entrance
Area 4: Canteen
Area 5: Soccer Pitch, and behind the Administration and K Team Buildings
Area 6: Basketball courts
LIB: Library

Area B: The front of the school towards Calder Park Drv (ensure students use the crossings
Area E: The front of the school towards the main car park entrance (ensure students use the crossings)