



Help for non-English speakers

If you need help to understand this policy, please contact reception on 9826 0711 or at mhs@mhs.vic.edu.au.

Purpose

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

Definitions

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

Melbourne High School's grounds are supervised by school staff from 8:35am until 3:40pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the school oval and the Nineties (N) and Twenties buildings (T)

Students who wish to attend school outside of these hours will be expected to wait quietly outside the buildings or in the Dining Hall. Students may also be at school outside these times to attend extra-curricular activities.

Yard Duty

Teaching staff at Melbourne High School are expected to assist with yard duty supervision and will be included in the two-weekly roster.

The Assistant Principal (Staffing/Operations) and the Daily Organiser are responsible for preparing and communicating the yard duty roster on a regular basis. At Melbourne High School teaching staff will be designated a specific yard duty area to supervise

Students leaving school premises

All students must remain on the school grounds during recess and lunchtime unless they are departing for the remainder of the day.

Staff on duty at the school gates may request that student exiting the grounds presents their Compass timetable as verification.

Yard duty zones (Melbourne High School Campus)

The designated yard duty areas for the Melbourne High School Campus (as at Term 2, 2026) are

Area	Meeting Point	Includes
Oval (YOV)	Front steps of Main Entrance	Upper & lower driveways, oval, Old Boys (outside), Claremont St Gate, Alexandra Av Gate, memorial garden, Alexandra Ave stairs. (Excludes the Cadet Pavillion)
Hockey Field (YHF):	Outside Hockey Pavillion change rooms.	Hockey field, hockey pavilion, Forrest Hill entrance, tennis courts, basketball courts, cricket nets, driveway
Canteen (YCN):	Entrance to Canteen	Canteen, corridor W of Canteen
Dining Hall (YDH)	Uniform Shop entrance	Upper dining hall, lower dining hall, S-rooms, balcony walkway, area between dining hall and T-building, T7
T Building (YTB):	In front of Memorial Hall	Ground floor, first floor, Memorial Hall (<i>not to be used by students as a short cut</i>), lower ground floor areas – maths rooms (T1-4), I.T. rooms (T9-10), Q store, staircases, R-rooms, laneway between
N Building (YNB):	4 th Floor Library Entrance	4 th floor, 3 rd floor, walkways to T-Building, Nth & Sth emergency stairways, gym office area, main stairway, Chapel St entrance
Library (YLIB)	Library front desk	All library areas and study rooms
Between T & N (YTN)	In front of CHES	Road between Building T and Building N, CHES entrance, P1, Arts Studies Centre (Outside), walkway to Chapel Street. Toilets and locker areas at Ground Level
Weights Room (YWT)	Hallway	Weights room and fitness equipment. Only supervised during specific lunchtimes
Stadium (YGM)	In front of Director of Sports office	Gymnasium, connecting hallways. Only supervised during specific lunchtimes
Cadet Pavillion (YCP)	Only 1 staff assigned per day	Supervision of the Cadet Pavillion will be the responsibility of the assigned cadet staff member for the day.

See Appendix 1 for School Map with Yard Duty Areas Marked

See Appendix 2 for Yard Duty times

Supervision (Millgrove Outdoor Education Centre)

Millgrove Outdoor Education Centre supervision of students outside of set activity times includes the following:

- Students are not to leave the MOEC site unless accompanied by MHS staff as part of set activities. Boundaries are explained during the introductory site briefing for students at the beginning of each camp.
- Students are supervised at all times while onsite at the camp, with a minimum ratio of 10 students to one on duty MHS staff member at all times (normally up to 30 students on site with at least 3 MHS staff at night and 6 MHS staff during the day).

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 and appropriate 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)
 - where an unknown visitor situation is unresolved or concerns remain, contact reception to advise
- be alert and vigilant
- intervene, if safe to do so, 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
- monitor littering and student use of bins
- monitor the standard of student uniform.

Upon completion of a yard duty, log any incidents or near misses as appropriate on Compass or EduSafe.

Contact reception in an emergency or call for nurse if required:

- MHS reception 9826 0711
- Nurse 0413 449 740

See Appendix 3 for specific yard duty area instructions for the Melbourne High School campus

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 reception 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 Daily Organiser or an Assistant Principal and not leave the designated area until a relieving staff member has arrived. If a staff member believes an area is unsupervised they should contact an Assistant Principal.

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.

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

When moving between classes, all teachers are responsible for the safety of students and maintaining good order.

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 [Excursions Policy](#).

Digital devices and virtual classroom

Melbourne High School follows the department's [Digital Technologies - Responsible Use policy](#) with respect to supervision of students using digital devices.

Melbourne High School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In most cases, students will be supervised in classrooms or in the Library, or by a member of the SLC or wellbeing team.

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

- student attendance will be monitored by each class teacher.
- 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 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 with spare periods may use the Library or Dining Hall for quiet study, or may use the school grounds for recreation. Students will not be permitted to leave school grounds during these sessions.

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
- Made available via the school website

Further Information and Resources

The Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Digital Technologies - Responsible Use](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

Approval and review

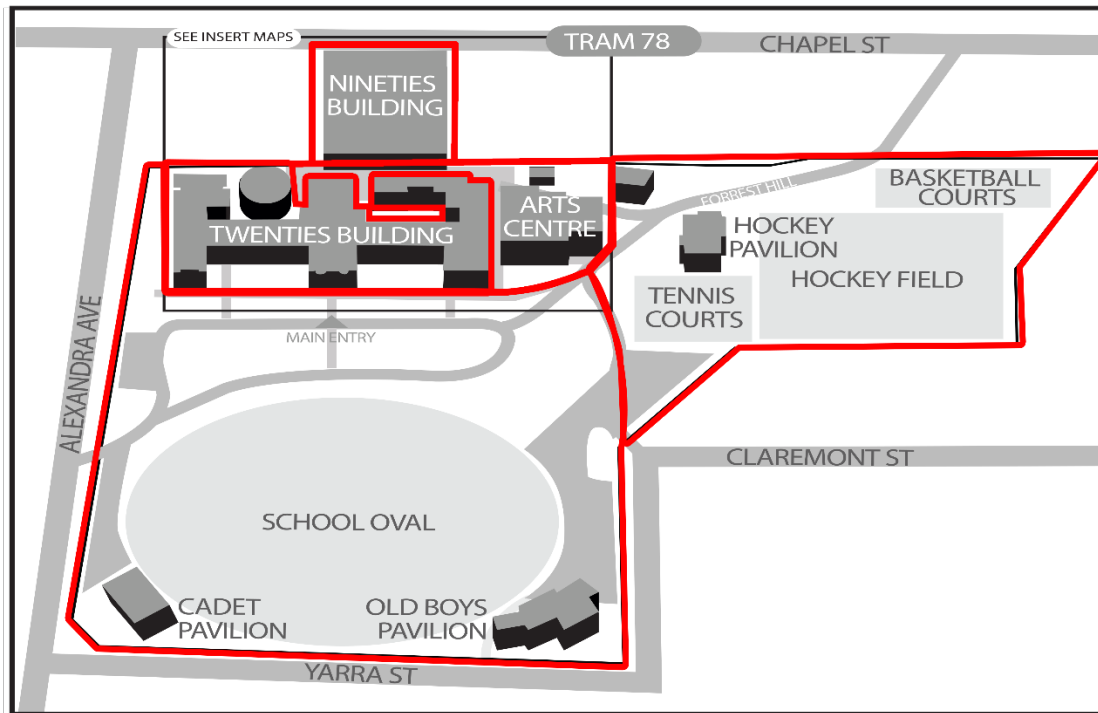
Created date	5/08/2026
Consultation	Teaching Staff Student Learning Coordinators and Teachers
Approved by	Principal
Next review date	5/08/2028



Appendix 1 School Map with Yard Duty Areas Marked

MELBOURNE HIGH SCHOOL

SITE MAP

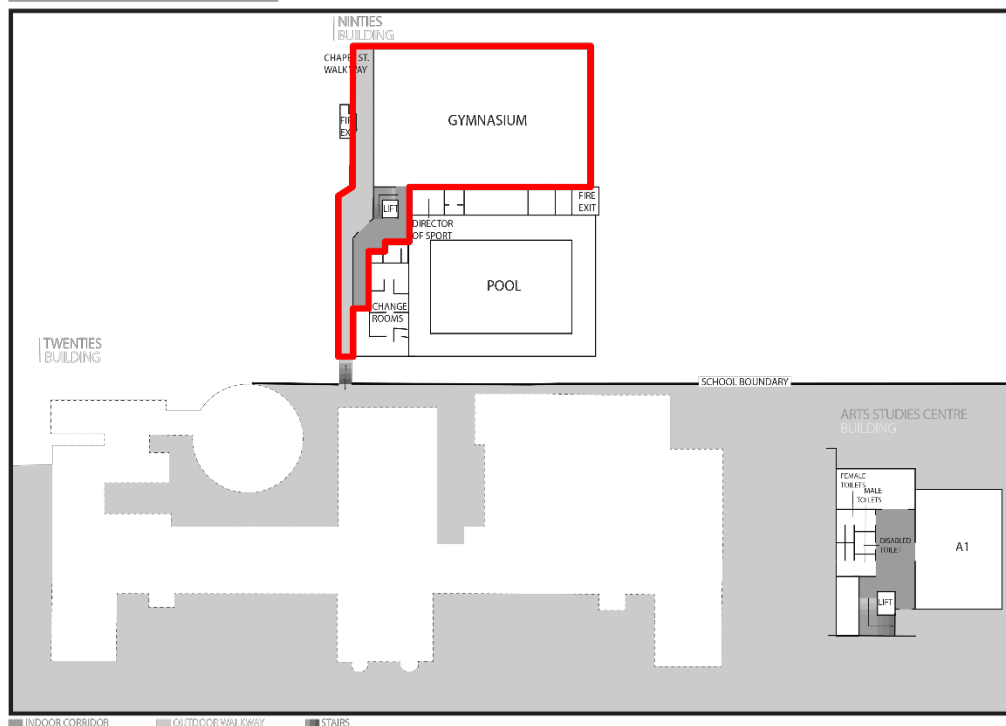


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Victoria 3141
Australia



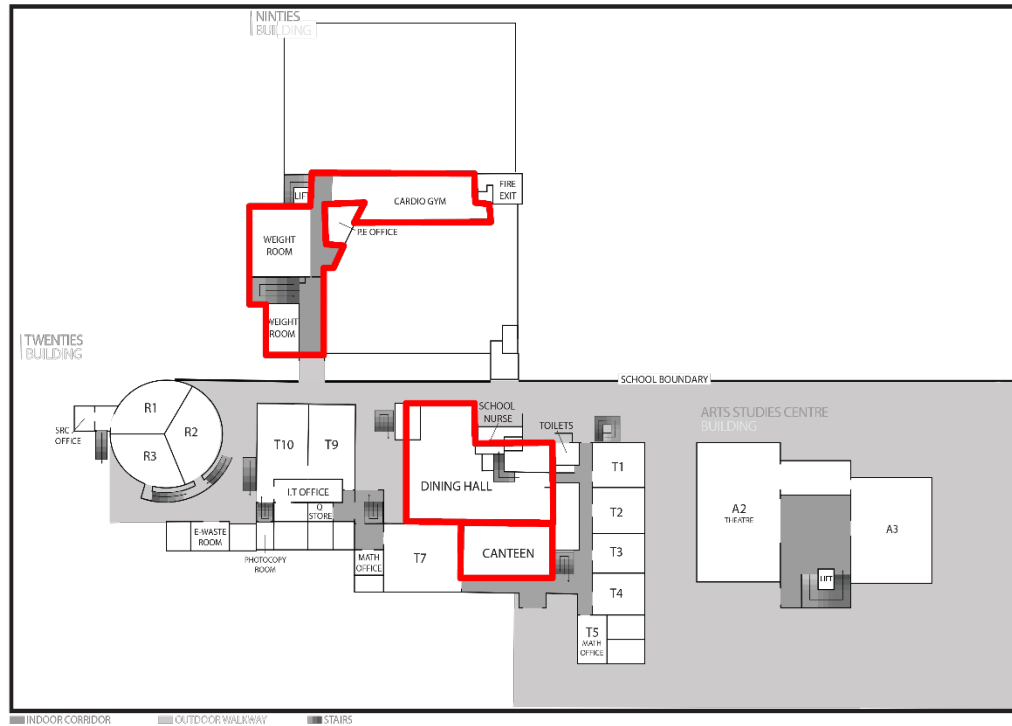
MELBOURNE HIGH SCHOOL

LOWER GROUND LEVEL

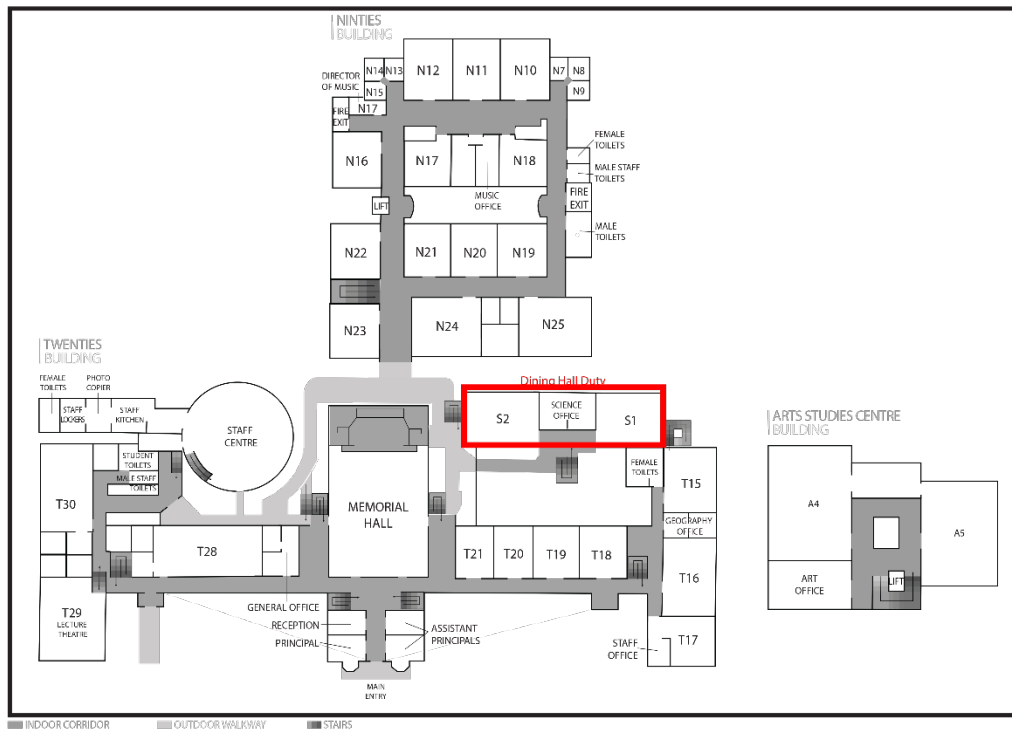




MELBOURNE HIGH SCHOOL
GROUND LEVEL



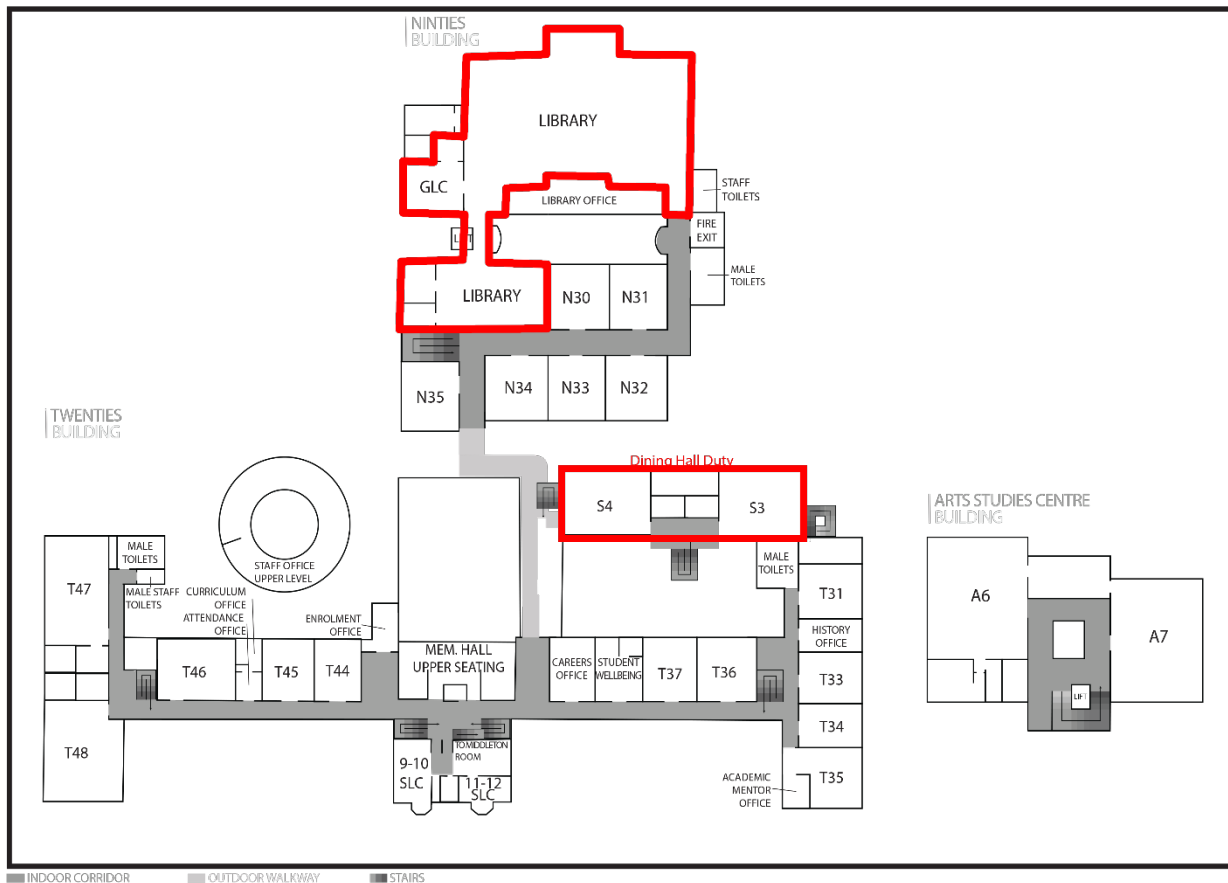
MELBOURNE HIGH SCHOOL
LEVEL ONE





MELBOURNE HIGH SCHOOL

LEVEL TWO





Appendix 2: Yard Duty times:

Monday, Tuesday, Thursday, Friday

Duty	Start	Finish
BS (before school)	8.35	8.55
Recess	10.40	11.10
1 st Lunch	12.55	1.25
2 nd Lunch	1.25	1.40
AS (after school)	3.25	3.40

Wednesday

Duty	Start	Finish
BS (before school)	8.35	8.55
Recess	11.30	12.00
1 st Lunch	1.45	2.15
2 nd Lunch	2.15	2:30
AS (after school)	3.25	3.40

Appendix 3: Specific Area Instructions

- **Hockey field:** Students should not play on the Hockey Field in school shoes, or bare feet – sports shoes only; students should not be inside either the pavilion or the change rooms downstairs.
- **Canteen:** Monitor students' behaviour in canteen queues. Ensure that phones are not used to pay at the canteen, aligning with the student mobile phone policy.
- **Dining Hall:** Ensure that students maintain the area in a clean and tidy state.
- **Oval/ Hockey Field/ N building:** Query any student found entering or exiting the grounds. *Students do not have permission to leave the school in free periods.* If not satisfied take ID card and report to SLC. Check uniform of students with permission to leave
- **Cadet Pavillion:** Students will be supervised intermittently in this space by an assigned Cadet's teacher throughout the day.
- **School Buildings:** Students should not be in classrooms (except as listed below) nor should they be sitting in corridors. Lock any open classroom doors. *Staff are reminded to lock classrooms doors at the end of periods prior to recess and lunch and end of the day.* No students should be eating inside any building (except as listed below). Monitor that rubbish goes into bins.
Students may use the respectful relationship break-out areas outside T18 & T33 in a quiet manner – no food.

Groups with permission to use rooms:

Approved Cadet students will have access to the Cadet Pavillion throughout Recess and Lunch under the responsibility of the assigned Cadet teacher. During spare periods, Approved Year 12 Cadet students will be entitled to use the space without direct supervision.

Clubs and groups that have been granted permission to use rooms will have their allocated room booked in Compass. These groups are permitted to use the booked room without supervision and may eat lunch there, provided the room is being used for the purposes of the club/group and not as a de facto lunchroom.

Staff on duty should:

- Check that only club/group members are in the room.
- Check that the space is being kept tidy and used appropriately.
- Report any concerns to the relevant Teacher in Charge (TIC).

If the teacher on duty is not satisfied with the behaviour of any group or students, they have the right to close the room.