

## YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact Elevation Secondary College on 8339 8000.

For translation call number below; Aşağıdaki çeviri telefon numarası için; Đê dïch số đïện thoại bên dưới; Wixii tarjubaan ah wac lambarka hoose; Mo fa'aliliuga telefoni numera o lo'o i lalo; अनुवादको लागि तलको नम्बरमा कल गर्नुहोस्; अठुदाद लਈ हेठां दिँते नँबतर 'उे काल करे; ترجمہ کے لیے نیچے دیے گئے نمبر پر کال کریں; 对于下面的翻译电话号码; अनुवाद के लिए नीचे दिए गए कॉल नंबर; മൊഴിപെയാർപ്പുക്കു ക്കീഴേ ഉണ്ടാ ങ്ങണങ്ങണ  
அழைக்கவும்;

للتجمة رقم الاتصال أدناه

8339 8000

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Elevation Secondary 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**

Elevation Secondary College's grounds are supervised by school staff from 8:30am until 3:15pm. Outside of these hours, school staff will not be available to supervise students.

Before school (8:30am – 8:45am) and directly afterschool (3pm – 3:15pm) the school grounds are supervised by staff in Area 10 and 11 only (refer to Map 1).

During recess (10:56am – 11:24am) and lunch (1:20pm – 2:02), the school grounds are supervised by allocated staff in designated areas of Area 1, 2, 3, 4, 5, 6, 7, 8, and 9 (refer to Map 1).

School staff work in shifts across lunch in first half of lunch (1:20 – 1:41pm) and second half of lunch (1:42-2:02).

Students who may wish to attend school outside of these direct hours are encouraged to await in the entrance near the front gates are open at the start and end of the school day, attend the library when it is open afterschool, or report to the relevant extra-curricular activity supervisor as advised for a specific activity.

## **Yard duty**

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

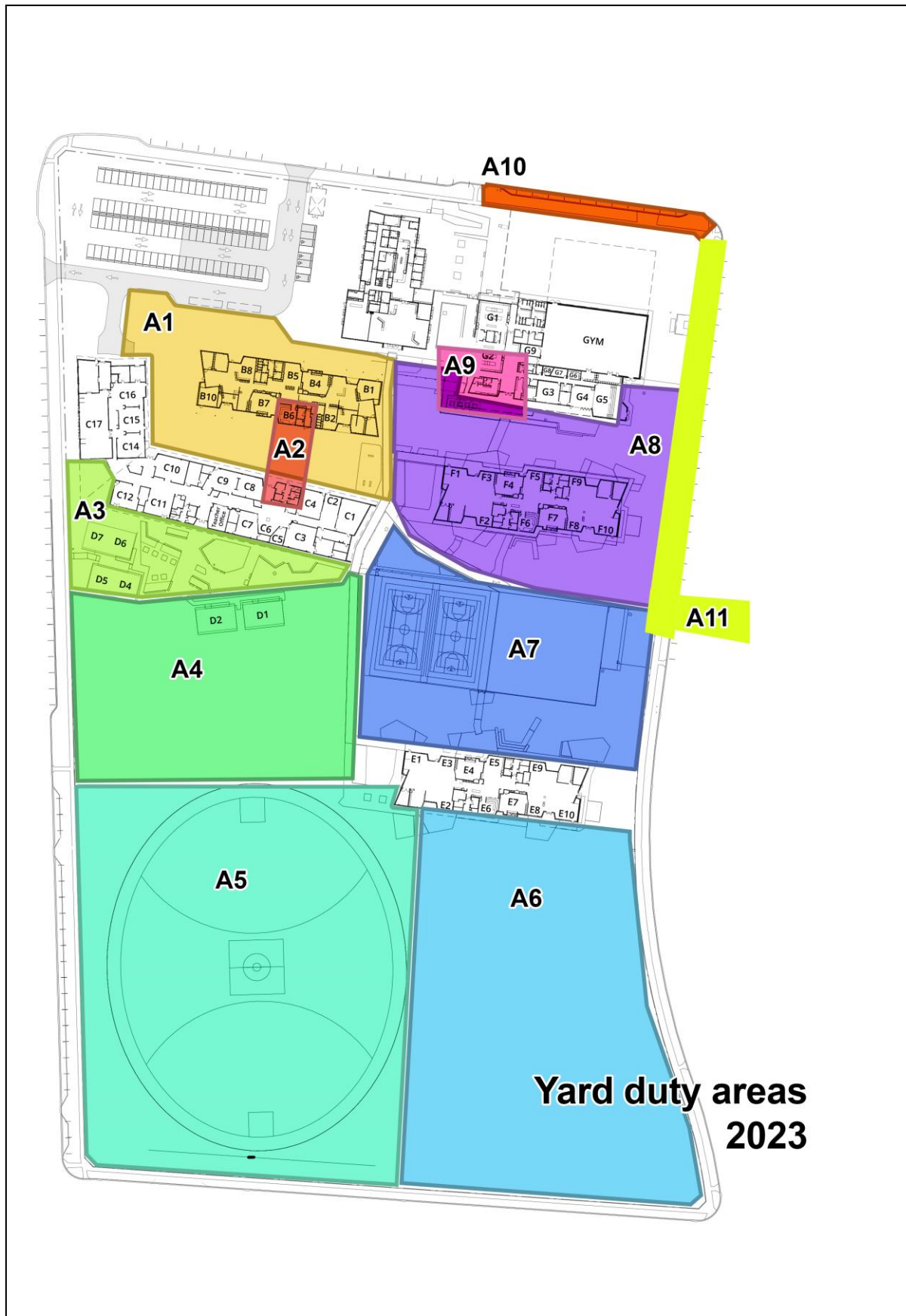
The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Elevation Secondary College, school staff will be designated a specific yard duty area to supervise.

## Yard duty zones

The designated yard duty areas for our school (as at Term 1, 2023) are outlined below (refer to Map 1)

<b>Zone</b>	<b>Area</b>
Zone 1	Around B Block
Zone 2	Toilets in Learning Street
Zone 3	In between C Block and D block
Zone 4	Behind D block/informal sports area
Zone 5	Oval
Zone 6	Informal sports area behind G block
Zone 7	Basketball Courts
Zone 8	Around F block
Zone 9	Canteen
Zone 10	Front of school/ Elevation Blvd
Zone 11	Bike shed/ Carmichael Road

Map 1



## Yard duty equipment

School staff must:

- Wear a provided hi-vis vest whilst on yard duty. Safety/hi-vis vests are located throughout the school in staff office areas. Spares can be sought from the front office and located in the locker bay outside of sickbay.

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. For large open areas staff should be able to maintain line of sight with at least one yard duty staff at a time.
- 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 Compass
- 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 zones where this may apply (e.g., Year Level Toilets).

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 front office 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 front 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 send a message to the front office 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.

### **Wet Weather Yard Duty**

A principal class member will decide if a 'Wet Weather' Supervision timetable is enacted. If done so this will be communicated via the PA system and will last for the duration of the break period (ie. If announced at the end of period 2 this will cover recess. Another announcement will be required at the commencement of lunch if the wet weather timetable continues.

Supervision areas will be adjusted as per the table below

<b>Zone</b>	<b>Regular Supervision Area</b>	<b>Wet Weather Supervision Area</b>
Zone 1	Around B Block	No Change
Zone 2	Toilets in Learning Street	No Change
Zone 3	In between C Block and D block	No Change
Zone 4	Behind D block/informal sports area	Open and supervise D7/D6
Zone 5	Oval	Will circle around E building providing line of sight for Areas 4 and 7
Zone 6	Informal sports area behind G block	Will circle around E building providing line of sight for areas 5 and 6
Zone 7	Basketball Courts	Will move to provide additional supervision in the library
Zone 8	Around F block	No Change
Zone 9	Canteen	No Change

## **Classroom**

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

If students request to leave the classroom for a specific reason (i.e. toilet, library, etc) it is at the discretion of the supervising teacher to grant the request. In such a case where the request is granted, the student must present the teacher with their school diary and the teacher sign and indicate the reason for leaving the classroom space.

If a student is to be removed from the classroom then that student should be escorted – this may be done by a range of methods such as the classroom aide, or sending another student to ask for co-ordinator or principal class assistance. Disciplinary procedures should be made within the Student Wellbeing and Engagement Policy.

If there are individual circumstances that include aspects around a student's ability to leave the classroom, this will be indicated by use of an Access Pass or Plan (e.g. Safety plan, etc). If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the front 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 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**

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

Elevation Secondary 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 a timetabled room.

## **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 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**

Students who have timetabled private study periods as part of their senior load will need to attend the timetabled Senior Study Room. This will be supervised by a staff member and attendance will be taken on Compass. Supervision is as follows for classroom supervision stated above.

### **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.

### **[Other areas requiring supervision]**

Library – a member of staff must be present in the library in order for student access.

Afterschool programs – this includes detentions, homework clubs, study clubs, etc. A teacher must be present in order for students to access an internal space/room.

## **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 on the school website
- Included in our staff handbook

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](#)

## REVIEW CYCLE AND EVALUATION

### REVIEW PERIOD

This policy was last updated on	February 2023
Approved by School Council	February 2023
Recommended review cycle	1 Year
This policy is scheduled for review on	February 2024

### POLICY INFORMATION

School council approval required?	No- but may present to school council
Policy Template	<a href="https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=42">https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=42</a>

### POLICY HISTORY

Version	Month/Year
1	08 / 2019
2	04 / 2021
3	02/ 2023