



YARD DUTY AND SUPERVISION POLICY

PURPOSE

The purpose of this policy is to explain to staff Elevation Secondary College's yard duty procedures and expectations for the appropriate supervision of secondary students. 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 is also plays a vital role in helping schools to discharge their duty of care to students.

OBJECTIVE

To ensure that school staff understand their 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 Elevation Secondary College, 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

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 1 only (refer to Map 1).

During recess (10:50am – 11:13am) and lunch (1:18pm – 1:55), the school grounds are supervised by allocated staff in designated areas of Area 2, 3, 4 and 5 (refer to Map1). Area 1 is out of bounds for students during the school day.

School staff work in shifts across lunch in first half of lunch (1:18 – 1:39pm) and second half of lunch (1:39-1:55).

Students who may wish to attend school outside of these direct hours are encouraged to await in Area 1 if 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

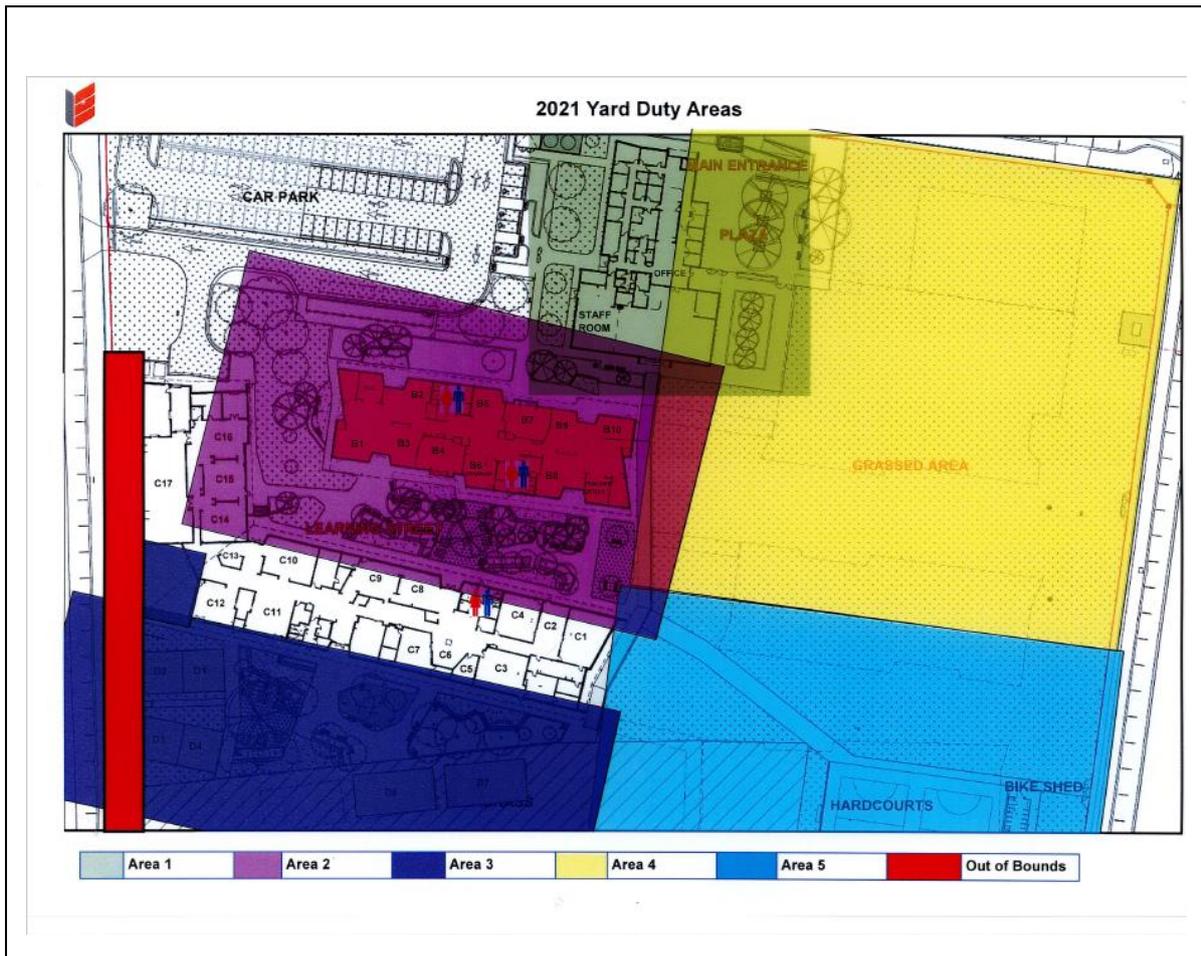
All staff at Elevation Secondary College are expected to assist with yard duty supervision and will be included in the fortnightly roster.

The Timetabler 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 at a specified timeframe.

The designated yard duty areas for our school as at Term 1, 2021 are outlined in the map below:

Zone	Area
Area 1	Plaza
Area 2	B Block/ Learning Street
Area 3	Behind C block and around D block
Area 4	Grassed Area
Area 5	Hardcourts

MAP 1



School staff must wear a hi-vis vest whilst on yard duty. Safety/hi-vis vests are located throughout the school in staff office areas.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising school staff must:

- methodically move around the designated zone to ensure that all areas of the zone are observed
- 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

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 teacher 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 teacher needs to leave yard duty during the allocated time, they should contact the principal class 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 yard duty, the teacher currently on duty should inform a member of the principal class, and not leave the designated area until a relieving teacher has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

Wet Weather Yard Duty

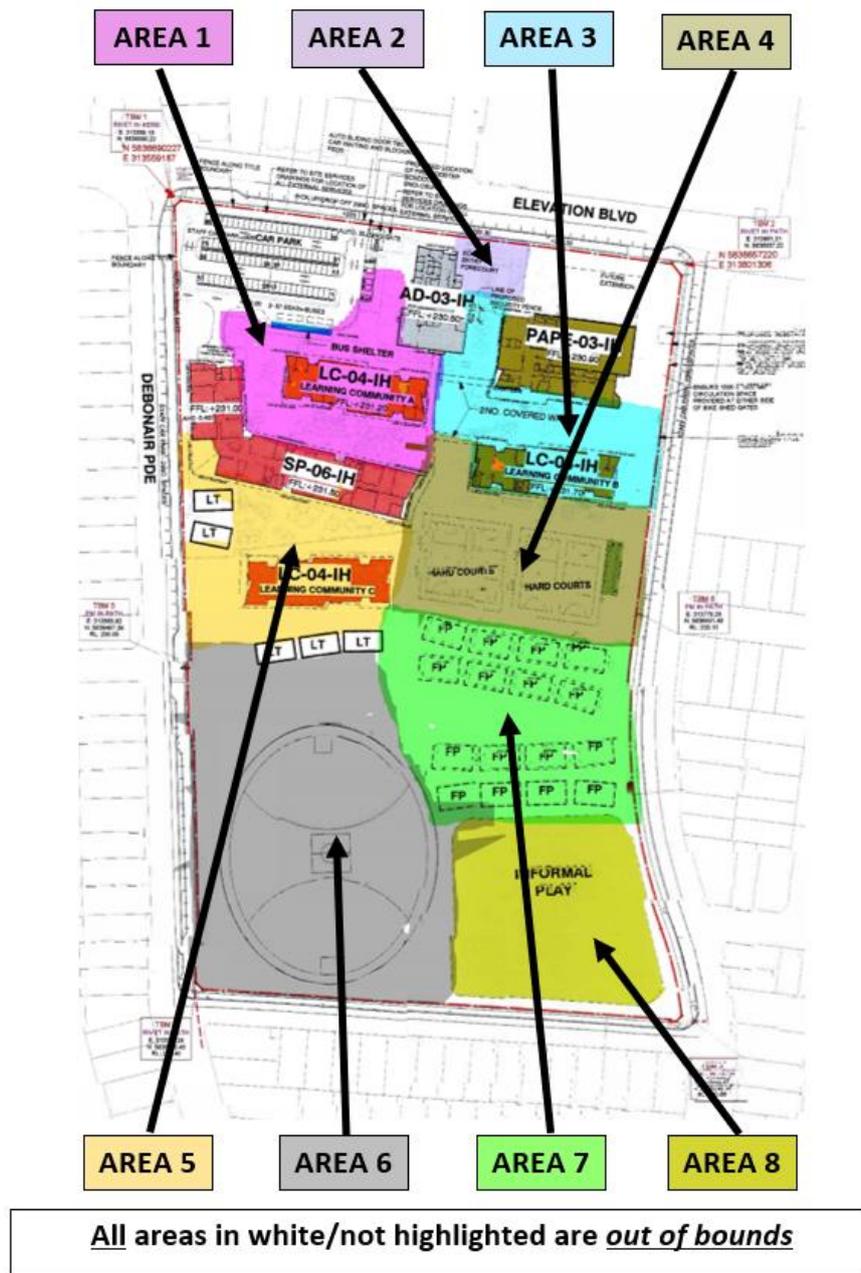
A principal class member will decide if a 'Wet Weather' Supervision timetable is enacted. If done so, the Area 5 Yard Duty Teachers will open up a specified classroom where students may enter during recess and/or lunch as indicated. The Area 4 and Area 3 yard duty teacher will expand their line of sight to Area 5.

Future Build Yard Duty

Elevation Secondary College is still in the process of being built. The designated yard duty areas for our school are projected to be as follows (this is on the basis of the future builds happening in accordance with the current plan outlined in Map 2 below):

Zone	Area
Area 1	B Block/ Learning Street
Area 2	Plaza/School Entrance
Area 3	Open area between Future Learning Communities
Area 4	Hardcourts
Area 5	Area around future learning community and current C block
Area 6	Oval and surrounds
Area 7	Area in and around future portables
Area 8	Grassed area

MAP 2



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, IEP. 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.

Senior Year Levels – Study Periods

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.

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.

Pandemic

During a pandemic, such as the 2020 COVID-19 pandemic, government schools are required to comply with the Department's Operations Guides applicable to that specific pandemic.

The Department updates the Operations Guides as required during a pandemic based on advice from the Department of Health and Human Services (DHHS). These Operations Guides cover procedures for supervision students.

The current COVID-19 Operations Guide includes a COVID Safety Plan for Schools that ensures schools remain safe environments. The current Operations Guide is available on the Department's intranet.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library:
 - [Supervision of Students](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE AND EVALUATION

REVIEW PERIOD

This policy was last updated on	April, 2021
Approved by School Council on	NA
Recommended review cycle	1 year
This policy is schedule for review on	April, 2022

POLICY INFORMATION

School council approval required?	No – but may present to school council.
Policy Template	https://edugate.eduweb.vic.gov.au/edrms/key/process/cp/SitePages/SchoolPoliciesDetail.aspx?CId=42

POLICY HISTORY

Version	Month/Year
1	08 / 2019
2	04 / 2021