

# YARD DUTY AND SUPERVISION POLICY

## **PURPOSE**

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

## **SCOPE**

This policy applies to all teaching and non-teaching staff at Carrum Downs 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.

Teaching staff at Carrum Downs Secondary College will undertake a maximum of 90 minutes yard duty each week.

Educational Support Staff will undertake a maximum of 30 minutes yard duty each week where applicable.

## **Before and after school**

Carrum Downs SC grounds are supervised by school staff from 8.35am until 3.20pm Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the Science Gate and Bike Shed entrances to the college.

Students who attend school outside of these hours would typically be undertaking extracurricular activities under teacher supervision with parental approval.

## **Yard duty**

All staff at Carrum Downs SC are expected to assist with yard duty supervision and will be included in the fortnightly roster.

The Principal or alternatively the Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Carrum Downs SC, school staff will be designated to a specific yard duty area to supervise.



<p>Basketball Courts Oval Café/Café Pathway Flynn Locker Bay Hollows Locker Bay/Doctors in Schools Area Library 1 Library/Year 12 Study Centre Science Tech Amphitheatre</p>	<p><b>ANZAC Locker Bay</b>-along with the locker area and artificial grass area next to the bike shed you must also supervise the concrete path area over next to the gym and bike shed gate.</p> <p><b>Library/Year 12 study centre</b>-please ensure that you are wandering in and out of the year 12 study centre ensuring that students are behaving appropriately</p> <p><b>Oval</b>-ensure students are not being physical with each other e.g., tackling each other playing football or rugby. All students on the oval must be engaged in activity and not sitting around. It is not an area for socialising and student must be asked to leave the oval if they are not engaging in sporting activities</p>
<p><b>Lunch-1<sup>st</sup> half</b> Amphitheatre Student Toilets-Female Student Toilets-Male Canteen ANZAC Locker Bay Basketball Courts Oval Café/Café Pathway Flynn Locker Bay Hollows Locker Bay/Doctors in Schools Area Library 1 Library/Year 12 Study Centre Science Tech Amphitheatre</p>	<p><b>Toilet duty</b>-supervise the students and only allow 4 students to enter the toilets at any one time. Students will have to line up outside to only allow 4 students in at a time. Ensure that you constantly enter the toilets and check for any issues and note the time if there are any</p> <p><b>ANZAC Locker Bay</b>-along with the locker area and artificial grass area next to the bike shed you must also supervise the concrete path area over next to the gym and bike shed gate</p> <p><b>Library/Year 12 study centre</b>-please ensure that you are wandering in and out of the year 12 study centre ensuring that students are behaving appropriately</p> <p><b>Oval</b>-ensure students are not being physical with each other e.g., tackling each other playing football or rugby. All students on the oval must be engaged in activity and not sitting around. It is not an area for socialising and student must be asked to leave the oval if they are not engaging in sporting activities</p>
<p><b>Lunch-2<sup>nd</sup> half</b> Amphitheatre Student Toilets-Female Student Toilets-Male ANZAC Locker Bay Basketball Courts Oval Café/Café Pathway Flynn Locker Bay Hollows Locker Bay/Doctors in Schools Area Library 1 Library/Year 12 Study Centre Science Tech Amphitheatre</p>	<p><b>Toilet duty</b>-supervise the students and only allow 4 students to enter the toilets at any one time. Students will have to line up outside to only allow 4 students in at a time. Ensure that you constantly enter the toilets and check for any issues and note the time if there are any</p> <p><b>ANZAC Locker Bay</b>-along with the locker area and artificial grass area next to the bike shed you must also supervise the concrete path area over next to the gym and bike shed gate.</p> <p><b>Library/Year 12 study centre</b>-please ensure that you are wandering in and out of the year 12 study centre ensuring that students are behaving appropriately</p>
<p><b>After School</b> Science Gate Bike Shed Front Gate</p>	<p><b>Science Gate</b>-Open gate at the end of the day and then lock the Science gate once your duty is completed.</p> <p><b>Bike Shed</b>-bike shed gate can remain open at the end of the day as staff will use this gate to access their cars in the staff carpark.</p>

	<p><b>Front Gate</b>-leave gate open at the end of duty Staff in each area should be checking that students are leaving the college in the correct school uniform along with supervising student behaviour as they leave our school grounds</p>
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## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be the responsibility of each staff member. Vest are allocated by the Business Manager to each staff member and can be replaced as necessary
- Always carry a school radio/walkie talkie when on duty. These are collected from the relevant areas in which the staff member is based e.g., house staff room
- At the end of yard duty, the radio must be returned to the appropriate area to be charged and ready for the next day
- If you are on yard duty for the second half of lunch, please bring you own walkie talkie as the staff member you are taking over from will need to return their radio to where they collected it from

## 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 to be on the school site
- If they do not immediately contact the front office
- 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 with the relevant House Office or the Front Office administration
- If being relieved of your 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 Daily Organiser 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 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.

## **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 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**

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

Carrum Downs 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 by staff in an appropriate location dependent on the nature of the flexible learning environment. Commonly this will be the Library, but it may include other spaces such as the meeting room adjacent to the staffroom, depending on the needs to learning environment.

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

- student attendance will be monitored by the House Support Officers maintain a role of such students and contacting home to verify attendance and participation.
- 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 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**

Many Year 12 students in a general VCE program will have up to 4 study periods per week, although some students may have more or less study periods depending on the flexibility and customization of their learning program. Senior students with study sessions are required to complete the study sessions in the Year 12 Study Centre or the library. If a student's study session is adjacent to the beginning or the end of the day, students are permitted to either commence late or leave the school grounds early. Parent consent for students arriving late/leaving early due to this reason is collected via a permission form at the commencement of the academic year. Students are not permitted to leave the school grounds if their study period is in the middle of the school day.

## **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 available on Carrum Downs Secondary College's website <https://cdsc.vic.edu.au/>, so that parents and other members of the school community can easily access information about Carrum Downs Secondary College's policies and procedures.

## **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](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	November 2023
Approved by	Michael Melfi - Acting Principal
Next scheduled review date	November 2025