

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers: If you need help to understand the information in this policy please contact the school on 98398800 / 97363650.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Yarra Hills 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

Yarra Hills Secondary College's grounds are supervised by school staff from the arrival of school buses before 9am until the last school bus departs after 3.10pm. Outside of these hours, school staff will not be available to supervise students.

At the Mooroolbark campus, the bus bay is supervised from 8.30 – 9am, then again from 3.10pm until the departure of the last school bus (approximately 3.30pm).

At the Mt Evelyn campus, the bus bay is supervised from 8.00 – 8.25am, then again from 3.10pm until the departure of the last school bus (approximately 3.45pm).

Excepting Homework Help, Band rehearsal, and other pre-arranged after- or before-school activities, there is no provision for supervision of students who attend school outside of these hours.

Yard duty

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

The Principal [or alternative nominee e.g. Daily Organiser/Assistant Principal] is responsible for preparing and communicating the yard duty roster on a regular basis. At Yarra Hills 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:

Mooroolbark Campus

To Reay Rd



Key	
	Gate 1
	Library
	Senior
	Outdoor Classroom
	Canteen
	Gym
	Junior
	Gate 2 (Area 1)
	Gate 2 (Area 2)
	Out of Bounds

Mt Evelyn Campus

CAMPUS MAP - MOUNT EVELYN YARD DUTY MAP

Ground floor:
Science & Foods

First floor:
Art, Music, Visual Communication and Technology

ME Yard Duty 1 & 2- Roaming staff
Out of Bounds area- Parking/ outside perimeter on map

Burdap Drive

To Hereford Road

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Spare safety/hi-vis vests will be stored in the main staff room
- be familiar with the yard duty information pertaining to student health and safety information

Any equipment needed for Yard duty (except hi-vis vests, which ongoing staff keep in their care) 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, or until the relevant bell sounds.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students, and thus frequently revisiting all areas within a yard duty area.
- ensure that student bathroom/toilets are checked frequently and regularly.
- ensure students are not 'out of bounds', and promptly direct any students out of bounds to a supervised area, and make a chronicle note on Compass for any students involved.
- promptly report students out of bounds who do not comply with the above direction to, as available, their Year Level Coordinator, Head of School, Campus Leader or Campus Principal
- 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 reception/front office (excluding drop-off and pick-up times).
- ensure students remain in their designated sub-school zones.
- 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, Mobile phone policy, and student code of conduct.
- ensure that students who require first aid assistance receive it as soon as practicable.
- log any incidents or near misses as appropriate on Compass, and/or on edusafe-plus (serious incidents should be directly reported to, as available, their Year Level Coordinator, Head of School, Campus Leader or Campus Principal, and/or notify the relevant student manager in the Compass chronicle note.

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 they should seek to arrange a swap or cover of their duty with a colleague, and then inform the Daily Organiser. If they are unable to do this, they should inform 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 an Assistant Principal or Leading Teacher 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 office or call Assistant 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 'signing out' students from their class to use the bathroom, and noting students using cool-off cards to leave the room.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the office or available student manager 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

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

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

Year 12 students have timetabled private study classes. General staff supervision and support will be provided, and attendance will be recorded by the supervising staff member. 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
- Available on our college's website
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent from time to time and as needed by newsletter or Compass post.

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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Approved by	Principal
Next scheduled review date <i>the mandatory minimum review cycle for this policy is 2 years</i>	May 2025

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