



## Swinburne Senior Secondary College

### Yard Duty and Supervision Policy

#### **Purpose**

The purpose of this policy is to explain to staff Swinburne Senior 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 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 Swinburne Senior 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**

Swinburne Senior Secondary College's grounds are supervised by school staff from 8:30am until 3:45pm (4:00pm on Thursdays). Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the entrance to the College in William Street.

Students who may wish to attend school outside of these hours are encouraged to speak to the Principal or Assistant Principal.

##### **Yard duty**

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

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Swinburne Senior Secondary College, teaching staff will be designated a specific yard duty area to supervise and the times that they will be required to do so

The designated yard duty areas and times of supervision for our school are detailed in the table and effective from Term 1 2019.

<b>Time of Supervision</b>	<b>Area to be Supervised</b>
8:30 to 8:45am (Before school)	Entrance to the College in William Street
10:35 to 11:00am (Recess)	College Grounds Library Central Gardens
10:55 to 11:20am (Recess on Thursdays)	College Grounds Library Central Gardens
12:50 to 1:35pm (Lunchtime)	College Grounds Library Central Gardens
1:10 to 1:55pm (Lunchtime Thursdays)	College Grounds Library Central Gardens
3:25 to 3:45pm (After school)	Entrance to the College in William Street
3:45 to 4:00pm (After school on Thursdays)	Entrance to the College in William Street

*Last Day of Term (2:30pm finish)*

<b>Time of Supervision</b>	<b>Area to be Supervised</b>
8:30 to 8:45am (Before school)	Entrance to the College in William Street
10:15 to 10:35am (Recess)	College Grounds Library Central Gardens
12:10 to 12:55pm (Lunchtime)	College Grounds Library Central Gardens
2:30 to 2:45pm (After school)	Entrance to the College in William Street

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 area
- 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 Wellbeing and 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 School Manager.

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 or Assistant Principal 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 send a message to the Principal or Assistant Principal 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.

### **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, he or she should first contact the General 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. 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.

### **Further Information and Resources**

- School Policy and Advisory Guide:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

This policy was last updated on 13 March 2019 and is scheduled for review on 12 March 2020. This policy will also be updated if significant changes are made to school grounds that require a revision of Swinburne Senior Secondary College's Yard Duty and Supervision Policy.

This policy does not require school council approval.