

# 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 Swinburne Senior 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.

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 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 for our school are detailed in the table:

<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 on 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

## **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
- 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.

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 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 Principal or Assistant Principal 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 Principal or 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they 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, 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

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

Swinburne Senior 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 the Library.

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

- student attendance will be monitored for each class
- 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](#)

#### [For secondary schools only] Independent Study

[Please amend this section to reflect how you would like to manage senior secondary study sessions at your school, including whether or not students will be permitted to leave school grounds during these periods and any associated protocols i.e. whether they need to sign out at the main office. The text below is included as a sample only].

Year 12 students only will have one study block of three sessions per week. This will be timetabled as a formal 'study hall' where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. 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 handout

Information for parents and students on supervision before and after school is available on our school website.

## 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](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	14 July 2022
Approved by	Principal
Next scheduled review date	14 July 2022

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 arrangements.