

# 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 office on 55607225.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Hawkesdale P12 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.

While Hawkesdale students generally are able to access all in-bounds areas of the school yard, there may be times when specific students are restricted to specific areas of the yard, with supervision as appropriate and required. Yard restrictions will be clearly communicated to staff, students and parents/guardians as appropriate.

### Before and after school

Hawkesdale P12 College's grounds are supervised by school staff from 8:40am until 3:40pm. Outside of these hours, school staff are not available to supervise students.

Before and after school, school staff will supervise the school corridors and bus loop.

Parents and carers of primary aged students will be advised through the newsletter and school website that students will be supervised from 8:40am and until 3:40pm. Families will be encouraged to contact the school on 55607225 for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

All staff at Hawkesdale P12 College are expected to assist with yard duty supervision and will be included in the weekly roster.

Daily Organiser and Timetable person are responsible for preparing and communicating the yard duty roster on a regular basis. At Hawkesdale P12 College, school staff will be designated a specific yard duty time and type.

### **Yard duty zones**

The designated yard duty areas for our school as at Term 1, 2022 are:

<b>Zone</b>	<b>Area</b>
Zone 1	Oval (including out of bounds area) and playground
Zone 2	Tennis courts and bus shelter, area between main buildings and front of the school.
Staff patrolling zones 1 and 2 expected to patrol hallways.	
Library: Staff will supervise students accessing the library during lunchtime.	

<b>Wet weather days</b>
Staff will supervise designated wet weather classrooms including: <ul style="list-style-type: none"><li>● Rooms 03, 04, 15 and 10</li><li>● Primary classrooms</li><li>● P-2 building</li></ul>

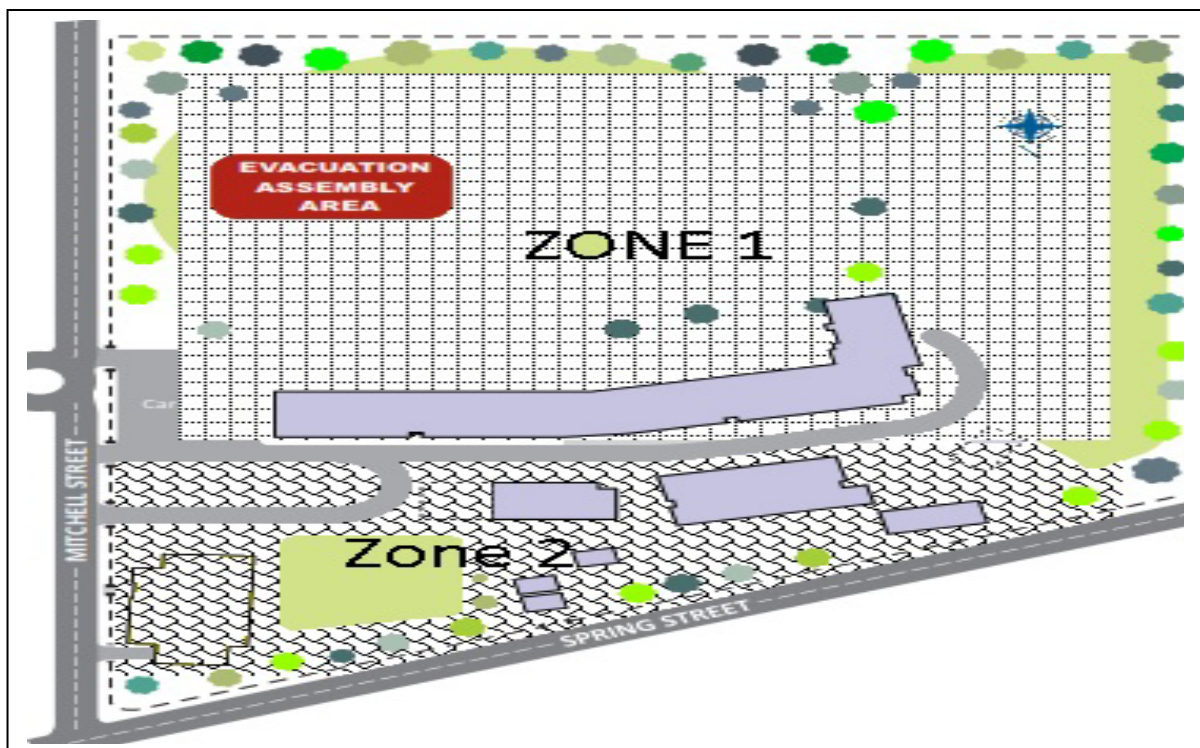
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**Bus Duty**

Staff will supervise students getting onto the bus. Check with the bus drivers that all students are on the bus. collect the bus rolls and return them to the office.

**Walkers**

Staff will meet students who are being collected by a parent or guardian at the front office, check off the roll and walk them to the front gate and wait until they have been collected. Return the roll to the office.

**Yard duty responsibilities**

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in main staff room. They should also carry the supplied bum bag along with a CB radio. The radio must be switched ON for the duration of the yard duty and returned to the front office at the end of lunch time.

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 staff must:

- methodically move around the designated zones ensuring active supervision of all students. During recess and lunchtime staff move about maintaining one staff member in each of the zone 1 and 2. Ensuring that out of bounds areas are visited.
- 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 your school's *Student Engagement and Wellbeing* policy
- 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 (excluding drop off and collection periods).
- ensure that students who require first aid assistance receive it as soon as practicable. The CB radio is to be used to ask for additional assistance if required.
- log any incidents or near misses as appropriate on Compass and or discuss with year level coordinator or assistant principal, as appropriate.
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next 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 or a principal or assistant principal 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 a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/call Assistant Principal or principal and not leave the designated area until a replacement staff member has arrived.

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

### 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 front 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

Hawkesdale P12 College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Hawkesdale P12 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 or other suitable visible space.

### 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

Senior students who have study periods will have a designated space which they are to use for their study, this will be timetabled and be in an area that is visible by staff members e.g. year 12 study room, library. Senior students are not permitted to leave school grounds during study sessions unless they have been granted permission to do so.

### 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
- School 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 at the beginning of each term in our school newsletter.

## **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	December 2022
Approved by	Principal
Next scheduled review date	December 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Hawkesdale P12's yard duty and supervision arrangements.