



# 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 Beechworth 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.

### Before and after school

Beechworth Secondary College's grounds are supervised by school staff from 8:45 when the first bus arrives until last bus leaves, approximately 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Students who wish to attend school outside of these hours are encouraged to study in the A Block foyer under the support and supervision of the teachers present. Senior students should negotiate a suitable timeframe for supervision with the Senior Mini-School leaders if there is a possibility that they will study beyond 4:30pm.

### Yard duty

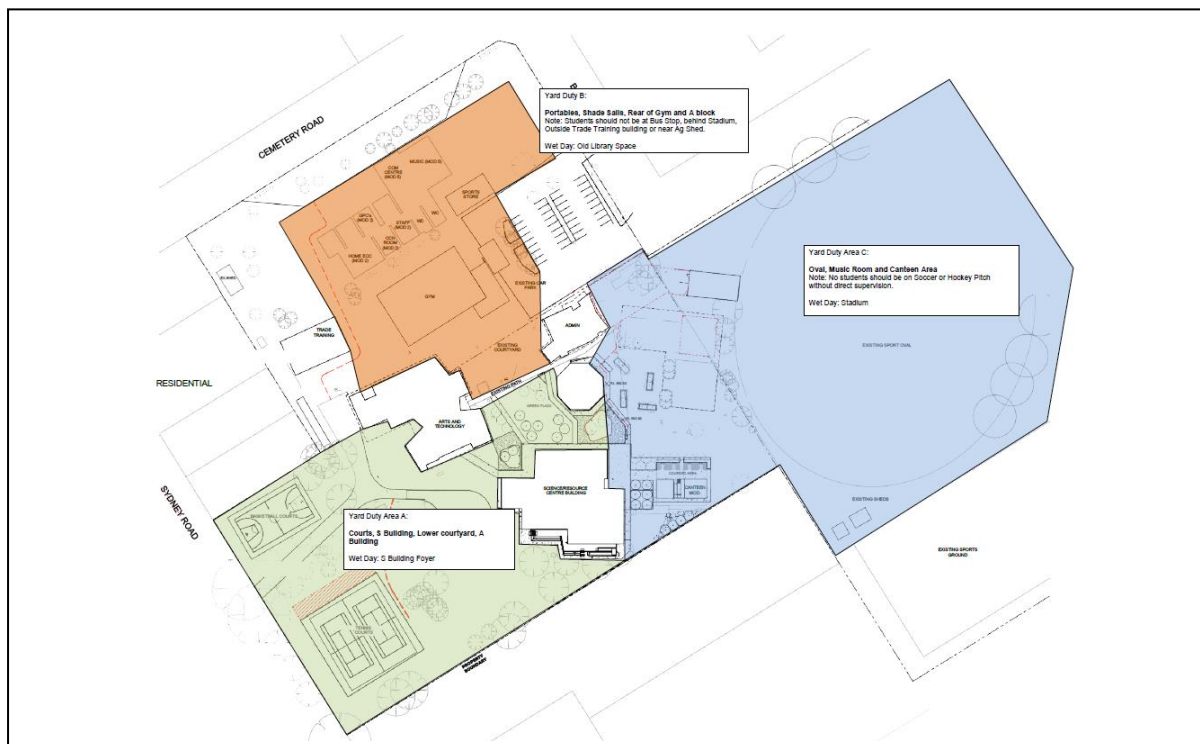
All teaching staff at Beechworth Secondary College are expected to assist with yard duty supervision and will be included in the roster available on Compass or the Timetabler or Daily Organiser.

The Principal or Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Beechworth Secondary College, school staff will be designated a specific yard duty area to supervise from one of 5 zones.

## Yard duty zones

The designated yard duty areas for our school (as at Semester Two, 2021) are:

Zone	Area
Bus Duty	Bus stop
Area A	A block to outside courts
Area B	Admin to Portables
Area C	S block to ovals
Canteen	Food Van or roaming on days van not present.



## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored.
- carry the yard duty first aid bag at all times during supervision.
- Be familiar with the yard duty information pack containing student health and safety information stored.
- Yard duty equipment 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.

During yard duty, supervising school staff must:

- methodically move around the entire designated zone
- be alert and vigilant
- remain focussed on the role at hand without distraction from mobile phones or laptops
- 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 and if necessary refer students immediately to MSL or AP.

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 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 Daily Organiser 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.

Management of student relocations from class will happen in line with practices outlined in the Student Wellbeing and Engagement Policy. At times it may be necessary for a staff member to draw on support from a colleague or directly from Mini-school leaders or the Principal class. Safety and supervision of students is a priority. If an individual student is unable to remain under a classroom teachers' direct supervision then that staff member must notify MSL or Principals immediately to hand over duty of supervision.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a colleague 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.

### Digital devices and virtual classroom

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

Beechworth 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 while working from an interview room or study space, each adjacent to a staff office.

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

- student attendance will be monitored,
- 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

Some Senior Students may have study blocks, allotted within their timetable on Compass. This will be timetabled as a formal 'study session' where teacher supervision and support will be provided in classroom A1, and attendance will be recorded by the supervising teacher. Students will not be

permitted to leave school grounds during these sessions. Students may move to the library or seek out relevant teacher support if deemed appropriate by the supervising Mini-School leader.

### 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
- 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.

## 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, 2021
Approved by	Principal
Next scheduled review date	December, 2022

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