



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 9579 2322.

PURPOSE

The purpose of this policy is to explain to staff South Oakleigh College's yard duty procedures and expectations for the appropriate supervision of secondary students and Appropriate supervision is an important strategy to monitor student and unauthorized 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.

SCOPE

This policy applies to all teaching and non-teaching staff at South Oakleigh 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 yard duty:

South Oakleigh College's grounds are supervised by school staff from 8.25am until 3.30pm, students are supervised as they leave the school groups up until 3.20pm. Outside of these hours, school staff will not be available to supervise students.

Recess and lunch yard duty:

All staff at South Oakleigh College are expected to assist with yard duty supervision and will be included in the weekly schedule.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At South Oakleigh College staff will be designated a specific area to supervise.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

Yard duty responsibilities:

- methodically move around the designated zone
- 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*
- ensure that students who require first aid assistance receive it as soon as practicable
- intervene or inform General Office if unauthorized adult entry into the school is witnessed or people are seen loitering on the boundary
- 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 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 Daily Organiser or Campus Principal but should not leave the designated area until the relieving teacher has arrived in the designated area.

If the next teacher on duty does not arrive for yard duty, the teacher currently on duty should send a message to the office/call a Campus 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.

Yard duty

All staff at South Oakleigh College are expected to assist with yard duty supervision and will be included in the fortnightly roster.

The Daily Organiser/Assistant Principal] is responsible for preparing and communicating the yard duty roster on a regular basis. At South Oakleigh College staff will be designated a specific yard duty area to supervise.

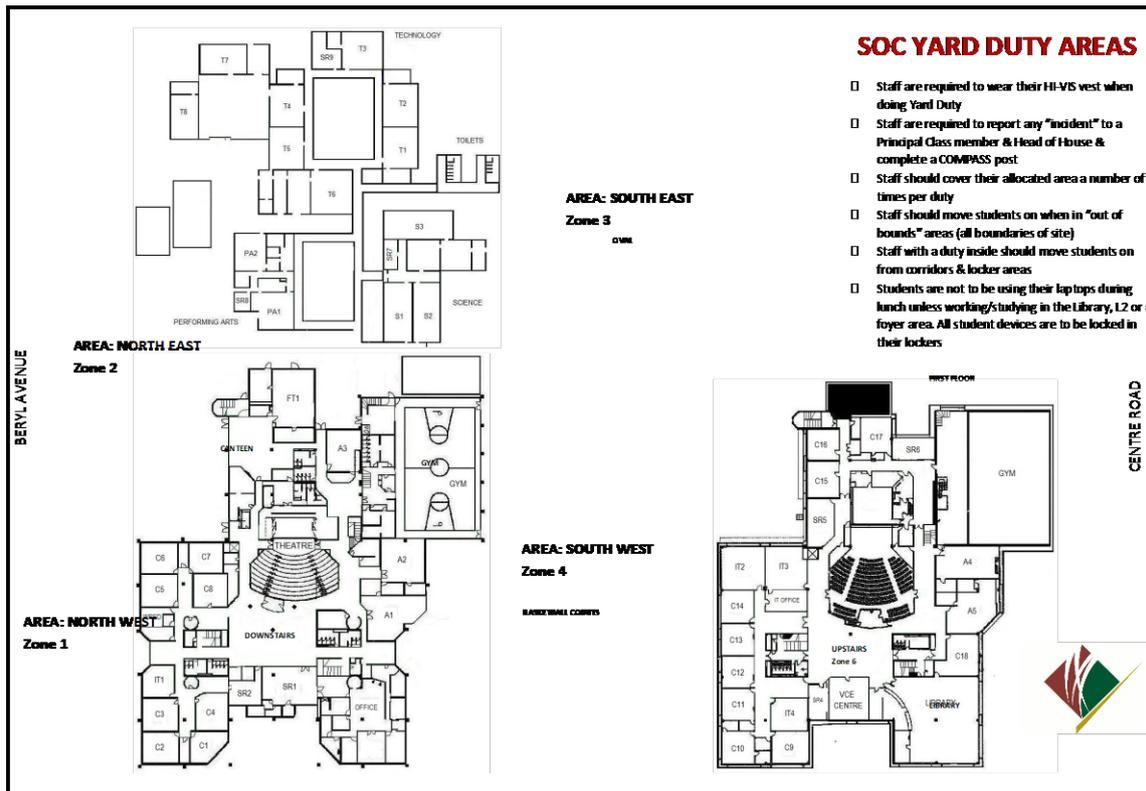
Yard duty zones

The designated yard duty areas for our school are:

Zone	Area
Zone 1	North West
Zone 2	North East
Zone 3	Oval
Zone 4	South West
Zone 5	Downstairs
Zone 6	Upstairs

Wet Weather Arrangements

ZONE	Area
Zone 1	All outside areas: continue circulating under covered sheltered areas.
Zone 2 & 3	Zone 2 & 3 rostered duty staff will move indoors to assist supervision in the downstairs administrative building circulating through the corridors and monitoring rooms C5 -C8 that will be open for students on wet weather days. Please direct students who are consuming food inside to use the bins.
Zone 4	Zone 4 rostered duty staff will move indoors to assist supervision in the upstairs administrative building circulating through the corridors and monitoring the movement around the area outside the library. Please direct students who are consuming food inside to use the bins.



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests been distributed to all members of staff.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in photocopy room.
- Be familiar with the yard duty information pack containing student health and safety information stored in first aid bum bag that has information relating to student health information
- carry their mobile phone

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 Student services or the 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.

Digital devices and virtual classroom

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

South Oakleigh 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/break out area.

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

- student attendance will be monitored by designated teacher linked to the subject.
- 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

Year 11 &12 students only will have one study block of two 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 handbook

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2021
Approved by	Principal
Next scheduled review date	October 2022

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