



# YARD DUTY AND SUPERVISION POLICY

## PURPOSE

The purpose of this policy is to explain to staff yard duty procedures and expectations for the appropriate supervision of all Mallacoota P-12 College 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.

## SCOPE

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision 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 Mallacoota P-12 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

Mallacoota P-12 College's grounds are supervised by school staff from 8:30am until 3:40pm. Outside of these hours, school staff will not be available to supervise students.

School staff are rostered on for yard duty before school, during recess, lunch and after school. School grounds are supervised before school, in Breakfast Club from 8:30am and in the main entrance, playground, oval area from 8:45am. After school, staff the main entrance, playground, oval between 3:25pm and 3:40pm. Students on school grounds outside these times will not be supervised (unless they are attending a supervised extracurricular activity).

Parents and carers of primary aged students should not allow their children to attend Mallacoota P-12 College outside of these hours.

If a primary aged 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 primary aged 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)
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

Secondary aged students who wish to attend school outside of these hours (ie. senior students who stay at school to study beyond the 3:25pm dismissal) are required to sign in and out at the College Office.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

### **Yard duty**

All staff at Mallacoota P-12 College are expected to assist with yard duty supervision and will be included in the weekly roster.

The assistant principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Mallacoota P-12 College, school staff do not have designated areas within the yard, a minimum of two staff are rostered per break and they are continually on the move, covering the entire area between themselves.

School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the office and must be returned after the period of supervision or handed to the relieving staff member.

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

During yard duty, supervising staff must:

- methodically move around the entire school yard
- be alert and vigilant
- carry a mobile phone for emergency contact purposes only
- 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
- log any incidents or near misses 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), 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 a next duty teacher does not arrive for yard duty, the teacher currently on duty should contact the office 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 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, he or she should first contact the front office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

## **Supervision of senior secondary students outside of scheduled classes**

Where senior secondary students have no classes scheduled during school hours, this will be timetabled as a formal 'study hall' where teacher supervision and support will be provided. Students will not be permitted to leave school grounds during these sessions unless they have a parent/guardian signed late start or early finish agreement.

## **External providers**

Our school also takes steps to ensure student safety when they are engaging in off-site workplace learning programs with external providers, such as when students are participating in work experience, school-based apprenticeships and traineeships, structured workplace learning and any other workplace learning program involving external providers. Our school will follow all applicable Department of Education and Training policy and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount. The Department's guidelines in relation to Workplace Learning are available at the following link: <https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy>

## **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 activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

## **Supervision of students using digital devices**

Mallacoota P-12 College follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.



## Students requiring additional supervision support

Sometimes, students will require additional supervision, over and above the ratios provided above. 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.

## 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 as annual reference in school newsletter
- 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 annually in our school newsletter.

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library:
  - [Child Safe Standards](#)
  - [Cybersafety and Responsible Use of Technologies](#)
  - [Duty of Care](#)
  - [Excursions](#)
  - [School Based Apprenticeships and Traineeships](#)
  - [Structured Workplace Learning](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)
  - [Vocational Education and Training Delivered to Secondary Students](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	5/05/2021
Approved by	Principal – 5/05/2021
Next scheduled review date	May 2025

This policy will also be updated if significant changes are made to school grounds that require a revision of Mallacoota P-12 College's Yard Duty and Supervision Policy.