

# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact our administration office on 03 51580254

## PURPOSE

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

## SCOPE

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.

## 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.

### Before and after school

Mallacoota P-12 College's Breakfast Cub is supervised from 8:15am and the undercover court and around the main school building are supervised by school staff from 8:35am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Mallacoota P-12 College outside of these hours.

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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

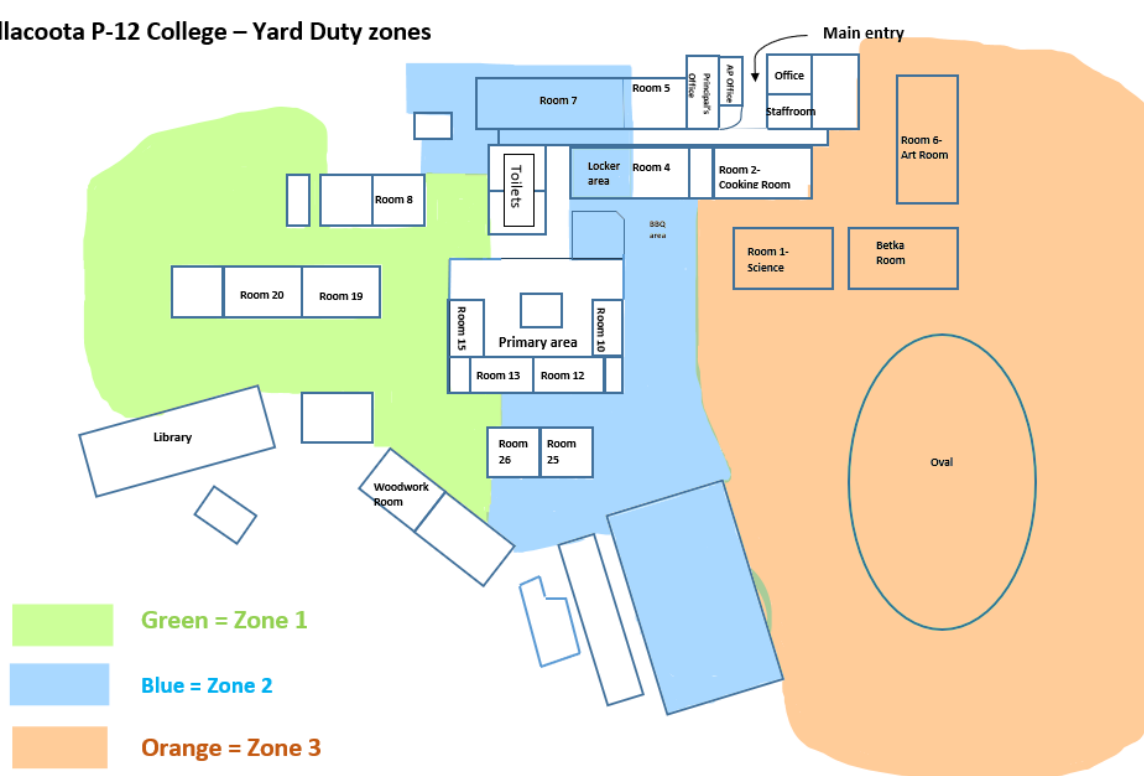
Students who wish to attend school outside of these hours will be expected to enter via the front entrance and wait in the seating area in school foyer until Breakfast Club begins at the start of the day, or until they are collected at the end of the day.

### 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 Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Mallacoota P-12 College, yard duty staff will supervise their designated duty zone, as set out in the yard duty roster. See plan below of the three duty zones.

#### **Mallacoota P-12 College – Yard Duty zones**



### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are stored in the Photocopy room
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bags are stored in the Photocopy room

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 on duty until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- 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)
- 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 all 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 i.e. reporting on EduSafe.

If being relieved of their yard duty shift by another staff member (for example, at the half way period of the break), 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 Assistant Principal/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 Assistant Principal/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 Assistant Principal/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

[Please amend this section to reflect how you would like to manage this issue at your school. The text below is included as a sample only].

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 Assistant Principal/Daily Organiser 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

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

Mallacoota P-12 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 by the student's timetabled teacher (for Primary or Secondary classes up to Yr10, or in the senior student's Common Room, Rm2 for Yr11 study periods and Rm5 for Virtual classes).

### 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

VCE & VCE-VM students only may potentially have study periods across the week. Students timetabled for study period/s during the school day will work in the senior student's common room, Rm2, or in Rm5 for those studying through Virtual School. Students will not be permitted to leave school grounds during these sessions, unless they occur at the end of the day, in which case the students, with parental consent, may sign out of school for the purpose of going home to study.

### Supervision of students 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.

### Other areas requiring supervision

Secondary students, with signed parental consent, are welcome to go to the Mallacoota CBD on a Monday and Friday at lunchtime for the purpose of purchasing lunch. Students are given clear guidelines regarding locations and behavioural expectations. Supervision is provided by a rostered staff member.

## 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 a link in our staff handbook
- Available on our [Mallacoota P-12 College 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 (see *Appendix 1*).

## 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 2024
Approved by	Principal
Next scheduled review date	Before December 2026

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 arrangements.

## *Appendix 1*

### *Newsletter Communication to Parents*

Student safety at Mallacoota P-12 College is our highest priority and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.

**Before school:** School grounds are supervised from 8:30am around the school building and the undercover court. Breakfast Club is available from 8:15am. Students who attend Breakfast Club are required to remain there until 8:35am when additional supervision begins. The ovals and playground equipment is restricted before the start of the school day.

**After school:** School grounds are supervised until 3:35pm. Supervision is provided around the school buildings and the front bus stop/carpark area.

Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school supervised extracurricular activity).

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending a pre-arranged supervised activity (i.e. after school sporting activities, study halls).

Families are encouraged to contact the Principal or Assistant Principal on 03) 51580254 if you would like any further information about our student supervision arrangements.

For a copy of our school's Yard Duty and Supervision Policy please visit our [Mallacoota P-12 College website](#) , also available in hard copy from the College Office.

This policy includes Mallacoota P-12 College's student supervision arrangements across the school day, including before and after school.