

9-12 YARD DUTY AND SUPERVISION POLICY

PURPOSE

The purpose of this policy is to explain Yarrowonga College P-12's yard duty procedures and expectations for the appropriate supervision of Year 9-12 students. The policy also outlines to parents when students will be supervised by staff.

OBJECTIVE

To ensure that 9-12 campus school staff understand their supervision and yard duty responsibilities.

SCOPE

This policy applies to all teaching and non-teaching staff at Yarrowonga College P-12, including education support staff, casual relief teachers and visiting teachers.

POLICY

The purpose of yard duty is to supervise students and for staff to build relationships and make connections with students outside of the classroom. 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 College Principal delegates authority to the Campus Principal 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 Campus 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

Yarrowonga College P-12's 9-12 Campus staff are available from 8.40am until 3.30pm. Outside of these hours, school staff will not be available, hence it is not recommended for students to arrive at school before 8.40am.

After school a designated teacher will be located at the Bus Zone from 3.15pm to supervise bus students, ensuring they remain at their designated bus shelters until their bus arrives. The supervising staff member will ensure students wait behind the footpath until the bus comes to a complete stop, then line up and board in an orderly fashion.

Parents and carers will be advised, and reminded, of the supervision/staff availability arrangements through school newsletters, on the website, and via Compass news feeds and Social Media posts.

If a student is not collected before supervision finishes at the end of the day, the Campus Principal or nominee staff member will:

- send the student to the main administration building to wait

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- 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 (if deemed appropriate)

Yard duty

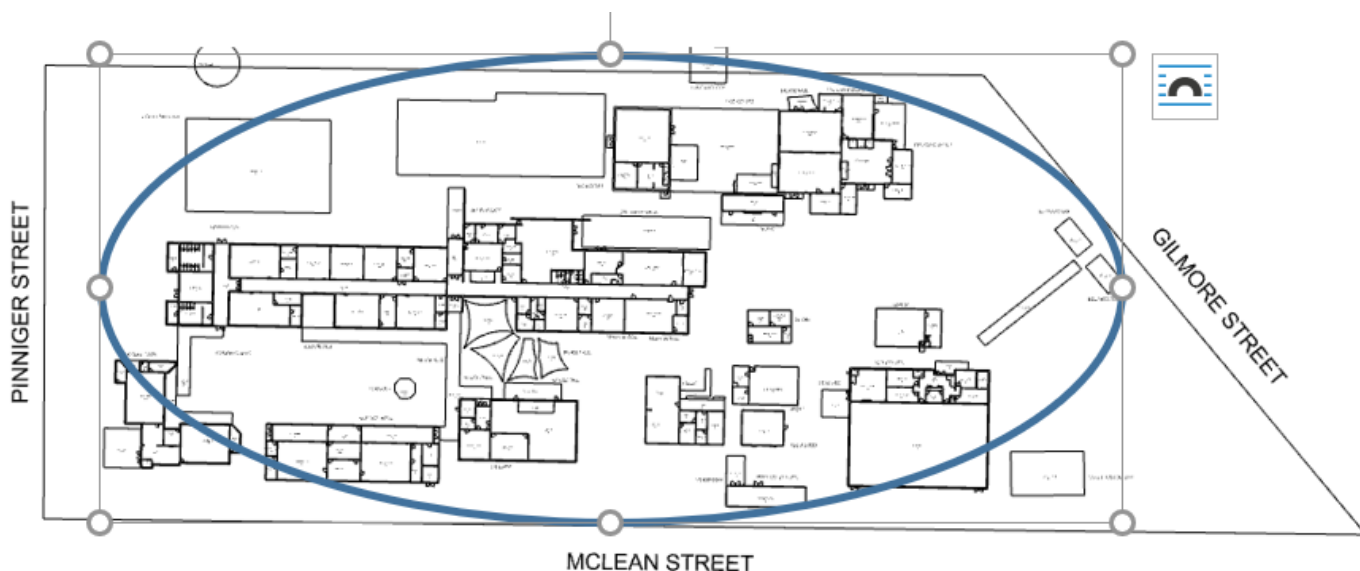
Teachers at Yarrowonga College P-12 are expected to assist with yard duty supervision and will be included in the weekly roster.

The Campus Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Yarrowonga College P-12, school staff will be designated a specific yard duty area to supervise.

Yard duty at the 9-12 Campus is as follows:

9-12 Campus – start in the canteen area and supervise all areas by continually looping across to oval, around western end near toilets, down the inside of the school past library and to the ECA centre and back up to the canteen. Two staff are scheduled on, meet at the canteen and walk in opposite directions

9-12 Working Lunch – supervision of students in Room 9



Staff need to be aware of their allocated yard duty sessions. Yard duty requires you to actively supervise the yard and gives you an opportunity to talk to students and also ensure cleanliness by getting students to pick up litter in the area.

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

During yard duty, supervising school staff must:

- Wear a bum bag, high visibility vest and hat (in summer), available from the shelves in the staff area. The bum bags contain band-aids, notebook, pen, etc for use on yard duty.

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- methodically move around the designated zone and actively supervise the area.
- be alert and vigilant
- take opportunities to speak with students and build positive relationships
- ensure all areas in your duty area are clean from litter by asking students to clean up as you supervise.
- ensure that all students are wearing a hat in Terms 1 & 4.
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards, conduct restorative discussions and implement appropriate consequences for breaches of the Student Code of Conduct, in accordance with the school's Student Engagement and Wellbeing 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, alert office staff or appropriate class teacher or Year Level Coordinator.
- 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.

Staff may also be required to perform yard duty at the P-8 Canteen, on the northern side of the administration building. When on duty at the canteen, staff must ensure the orderly conduct of students in the canteen line, direct students back to their campus once they have purchased food and manage wait lines (P-4,5/6,7/8) if required.

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 coordinate an appropriate swap or contact the Campus Principal 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 Campus Principal but should not leave the designated area until the relieving teacher has arrived in the designated area.

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

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

Students who need to use the toilet may do so with the permission of the class teacher and must take a toilet pass with them.

Staff are required to follow the YCP-12 Engagement and Wellbeing policy if a student is required to leave the classroom, ensuring red card procedures are followed.

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If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the 9-12 Leadership team 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 College Principal and Campus Principal 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's [Excursions Policy](#) and the College's Camps and Excursion Policy.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. If required, students will receive one-one support and supervision from an Education Support Staff Member whilst in the playground or school yard when deemed necessary by the Campus Principal.

Digital devices and virtual classroom

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

Yarrawonga College P-12 will also ensure appropriate supervision of students participating in online learning opportunities while on school site (eg VHAP, Virtual Author programs , MAV Maths Challenge etc)

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 of Education.

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 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](#)

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Independent Study

Students in Years 10 – 12 may have independent study sessions, depending on their program. These students will work in either the Library or the Senior Study Centre, with indirect supervision. Students are not permitted to leave the school grounds during these times.

Year 12 students who have a study period at the beginning or end of the school day may complete an application form to study at home. This must be agreed to and signed by parents. In these cases students must sign the early leaver register when they leave to study from home.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings or meetings
- 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 and parent reminders are included in school newsletter or via Compass new feeds.

FURTHER INFORMATION AND RESOURCES

- the Department of Education'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	May 2023
Approved by	Principal
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 Yarrowonga College P-12's yard duty and supervision arrangements.