

## HIGHVALE SECONDARY COLLEGE YARD DUTY SUPERVISION POLICY



### Help for non-English speakers.

If you need help to understand the information in this policy, please contact Highvale Secondary front office.

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Highvale 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

#### Before and after school

Highvale Secondary College grounds are supervised by school staff from 8.10 am until 8.30am at recess from 10.30 am until 11.00am Lunch from 12.55pm to 1.55pm and after school bus duty 2.55 until 3.10 pm. Outside of these hours, school staff will not be available to supervise students.

Before school, school staff will supervise the main school gate, the bus drop off zone, staff carpark and Troy Street side of the school including student lockers.

Students who may wish to attend school outside of these hours are encouraged to attend the library which is open between 2.55 to 4pm or VCE Centre private study from 2.55 to 4 pm.

## **Yard duty**

All teachers at Highvale Secondary College are expected to assist with yard duty supervision and will be included in the fortnightly roster.

The Assistant principal (Operations) and the Director of College Operations are responsible for preparing and communicating the yard duty roster on a regular basis. At Highvale Secondary College, school staff will be designated a specific yard duty area to supervise.

### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Each staff member will be issued with their own Safety/hi-vis vests.

### **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 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 Wellbeing - 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 Chronicle and or Edusafe plus.
- 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 on Compass (excluding drop off and collection periods)

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 Org / College Operations 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 daily org or the main office but should not leave the designated area until the relieving teacher has arrived in the designated area.

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

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the daily organiser or general 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

### Digital devices and virtual classroom

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

Highvale 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 at school in the library/break out space/ senior study centre.

### 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 12 students only, will have four periods of study sessions per week. This will be timetabled as a formal 'study session' where teacher supervision and support will be provided, and attendance will be recorded by a supervisor. 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:

- Available publicly on the school website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required.
- Discussed at parent information meetings

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](#)
  - [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	10/10/2023
Approved by	Principal
Next scheduled review date	Before 10/10/2025

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