



# YARD DUTY AND SUPERVISION POLICY

<b>Date Implemented</b>	March 2022
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<b>Approved By</b>	Kerryn Quirk
<b>Consultation with your school council is not required for this policy, as it is operational. Principals may choose to present it to school council for noting.</b>	
<b>Date Reviewed</b>	March 2022
<b>Responsible for Review</b>	Principal – Kerryn Quirk
<b>Review Date</b>	March 2023



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 58561230

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Rushworth 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.

### Before and after school

Rushworth P-12 College 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.

Before school, the bus area will be supervised and the front and middle of the college. The back area of the college will not be supervised at this time. After school, supervision of students at the front of the college is provided at the bus areas only at the front of the college.

Students who may wish to attend school outside of these hours are encouraged to do so only if they are involved in a school arranged activities (e.g. study session, after-school detention, sports training).

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Rushworth 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 a Community Leader 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 a community Leader 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 and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

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

The Timetabler is responsible for preparing and communicating the yard duty roster at the beginning of the year and when any change is made. The Daily Organiser is responsible for covering any duty that would otherwise be unsupervised due to an absence.

At Rushworth P-12 College, school staff will be delegated an area to supervise while on yard duty.

### Yard duty zones

The designated yard duty areas for our school as at Term 1, 2022 are:

Zone	Area
Zone 1	Bus area
Zone 2	Front of college
Zone 3	Middle of college
Zone 4	Back of college (including top ovals)



### Yard duty equipment

School staff must wear a provided safety/ hi-vis vest whilst on yard duty and carry the yard duty bag. Safety/hi-vis vests and yard duty bags will be stored in the staffroom and should be returned at the end of recess yard duty, passed from the Lunch 1 yard duty staff member to Lunch 2 yard duty staff member, and returned to the staffroom by the Lunch 2 yard duty staff member at the end of their supervision time.

### Yard duty responsibilities

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

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*
- *ensure that students who require first aid assistance receive it as soon as practicable*
- *log any incidents or near misses as appropriate onto XUNO*
- *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*

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into two 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 Assistant Principal or Principal 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 make contact with 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 teacher.

## **Classroom**

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

If a secondary student needs to leave the classroom to attend the bathroom, obtain resources from the library, attend an appointment with another staff member, obtain items from locker or other similar reasons, then they should take a teacher lanyard with them. Students should not be leaving the classroom in pairs or groups unless the reason for leaving requires more than one student or there is a reason that relates to student safety (e.g. medical).

If a primary aged student needs to leave the classroom to attend the primary bathroom they will be accompanied by a peer if they are in Foundation to Year 2. For all primary year levels, teachers will monitor the time that the student is absent from the class and if the student(s) are absent for a period of time that is greater than what is reasonably expected, seek support to locate students from the office.

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.

## **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**

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

Rushworth 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 in the Study Hub or library..

## **Students requiring additional supervision support**

Sometimes students will require additional supervision, such as students with a 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

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 one study block of four 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 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
- Available publicly on our school's website
- Included as annual reference in school newsletter
- Discussed at staff briefings/meetings as required
- 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.

## 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](#)