



## **YARD DUTY AND SUPERVISION POLICY (SECONDARY SCHOOLS)**

### **PURPOSE**

The purpose of this policy is to explain to staff Thomastown Secondary College's yard duty procedures and expectations for the appropriate supervision of secondary 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 is also plays a vital role in helping schools to discharge their duty of care to students.

### **OBJECTIVE**

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

### **SCOPE**

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.

This policy applies to all teaching and non-teaching staff at Thomastown Secondary 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**

Thomastown Secondary College's grounds are supervised by school staff from 8:30am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff supervise the courtyard and front entrances of the school.

Students who may wish to attend school outside of these hours are encouraged to sign in and out of the front office or at an alternative designated sign in/ out location.

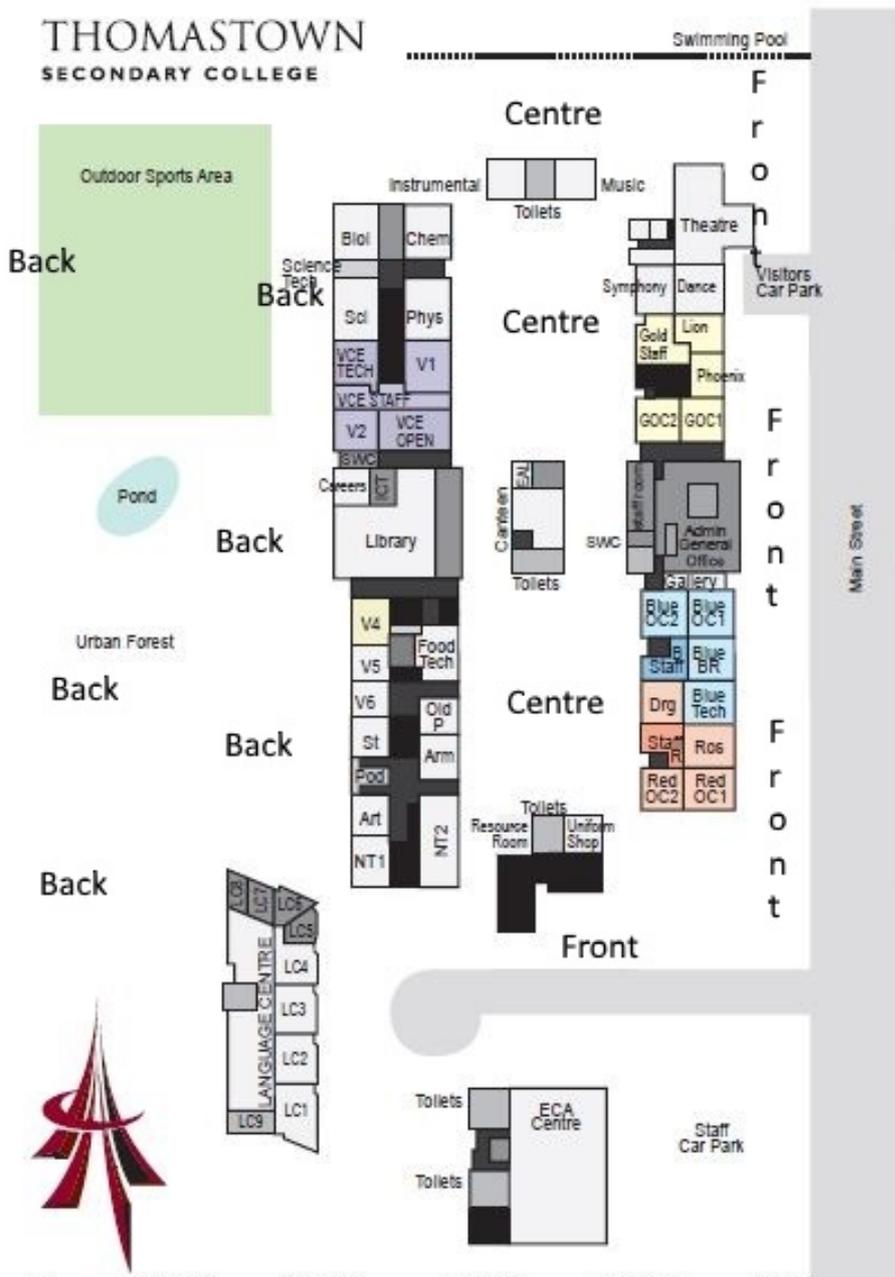
#### **Yard duty**

All teaching staff at Thomastown Secondary 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 Thomastown Secondary College, staff select preferred days and yard duty areas before the school year starts to help assist the Daily Organiser/ Assistant Principal in creating a weekly roster.

The designated yard duty areas for our school as of Term 2, 2019 are

<b>Area</b>
Back Oval
Front of school
Centre courtyard
Canteen
Library



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:

- Carry a mobile phone on their person
- methodically move around to ensure that all areas are within line of sight to at least one yard duty teacher at a time
- 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 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 EduSafe, Compass or by emailing the appropriate staff member

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 Assistant 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 Assistant Principal or administration 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 notify the Assistant Principal or administration. If they are unable to do so they are to continue doing yard duty and follow this up after the bell has gone. If a replacement is not available, the teacher currently on yard duty should not leave the designated area.

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, he or she should contact the unit staff room they are in and ask 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.

## **FURTHER INFORMATION AND RESOURCES**

School Policy and Advisory Guide:

- [Supervision](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

## **REVIEW CYCLE**

This policy was last updated on 13/06/19 and is scheduled for review on June 2020.

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