



YARD DUTY AND SUPERVISION POLICY (SECONDARY SCHOOLS)

PURPOSE

The purpose of this policy is to ensure school staff understand their supervision and yard duty responsibilities. The policy explains to staff Thomastown Secondary College's yard duty procedures and expectations for the appropriate supervision of secondary students.

SCOPE

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

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.

Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

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 expected to sign in and out of the front office or at an alternative designated sign in/ out location to report extra-curricular activities.

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.

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

Yard duty equipment

During yard duty, supervising school staff must:

- Be familiar with any information relating to student health and safety is stored with the Primary First Aide Officer in admin.
- Carry a mobile phone on their person
- 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 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 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
- Carry a mobile phone on their person
- 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 and 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 for relevant people to be notified as part of the communication chain.

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 the relieving staff member 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.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

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 and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Thomastown 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 in a suitable designated learning area by the college's VCE administration staff.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored by the teacher appointed for that class.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual College processes in place

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 one study block of four sessions per week. This will be timetabled as a formal 'study hall' 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

- Included in staff induction processes
- Discussed at staff briefings or 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](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	Community consultation via College website – ongoing Leadership Team Consultation with School Council 18 th May
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 the school's yard duty and supervision arrangements.

