

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand this policy, please contact Swan Hill College, 10-32 Pye Street Swan Hill, phone 5036 4900 or emailing swan.hill.c@education.vic.gov.au

PURPOSE

The purpose of this policy is to explain to staff Swan Hill College's (Pye St & FLO Campus) 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 playing 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 Swan Hill 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

Swan Hill College's grounds are supervised by school staff from 8.25am until the last afternoon bus leaves. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be supervising the school bus exchange and road crossing on Stradbroke Avenue.

FLO Campus grounds are supervised by staff from 8:25am until FLO bus departs in the afternoon.

Students who may wish to attend our homework program or Senior Sub School study area outside of these hours are encouraged to sign in and out of the relevant areas.

Yard duty

All staff at Swan Hill College are expected to assist with yard duty supervision and will be included in the fortnightly roster.

FLO staff will be on a rotating roster for yard duty supervision reliant on student allocated timetables.

The Principal, Assistant Principal and Daily Organiser are responsible for preparing and communicating the yard duty roster on a regular basis. At Swan Hill College, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas PYE ST campus are:

Area	Area
Buses Morning area	Stradbroke Crossing
Oval area	Basketball/library area
Science Area	Buses After School Area
Maths Area	Canteen/ cottonwood area

School staff must wear a provided safety/ hi-vis vest whilst on after school bus duty. Safety/hi-vis vests will be given out whilst on duty by the bus coordinator.



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

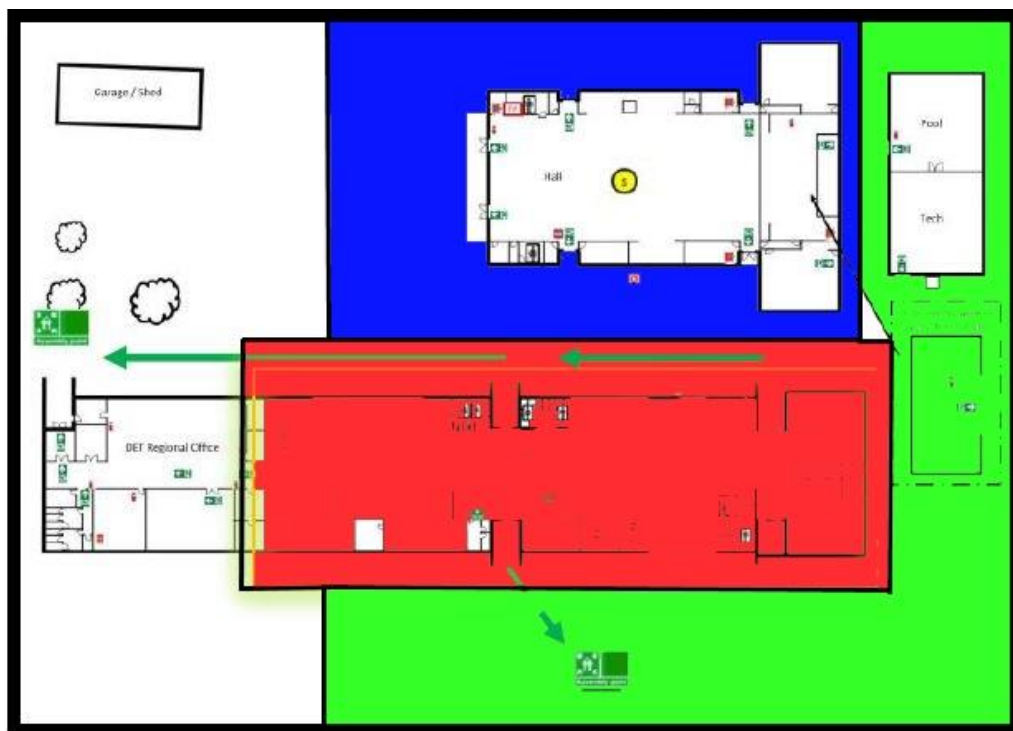
During yard duty, supervising school staff must:

- Methodically move around the designated zone 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 onto Daymap, maintenance or EDUSAFE

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.

The designated yard duty areas for FLO campus are:

Area
Main Building
Longhurst Hall
Tech Shed / Pool & Grounds



If the supervising teacher is unable to conduct yard duty at the designated time, they should contact the Daily Organiser/ 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 Daily Organiser/ Assistant Principal **but** should not leave the designated area until the relieving teacher has arrived in the designated area. FLO staff need to contact the FLO Campus Manager.

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

Swan Hill College staff are to follow our *Student Wellbeing and Engagement Policy* whilst they are in a classroom supervising students.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact Daily Organiser/ Assistant Principal 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

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

Swan Hill 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 common designated area such as Senior Sub School, Hand on Learning classroom, Library or Swan Hill College FLO campus.

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

- student attendance will be monitored during class time via Daymap.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

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 three sessions per week**. This will be timetabled as a formal “study period” where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher or ES staff member. 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 school website
http://www.shc.vic.edu.au/index.php/policies_documents/
- Included in staff induction processes for relevant staff
- A link included in our Staff Handbook
- A link included in Parent Handbook
- Discussed in an annual staff briefing/meeting
- Hard copy available from school administration upon request
- Included as a reference in our school newsletter each term
- 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.

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	Principal
Next scheduled review date	July 2024 (2 years)

This policy will also be updated if significant changes are made to school grounds that require a revision of Swan Hill College’s yard duty and supervision arrangements.

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](#)