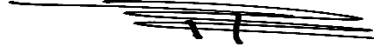




YARD DUTY and SUPERVISION

Policy and Procedure

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|---------------------------------------|--|
| Date Implemented | March 2018 |
| Author | Mark Boland |
| Approved By | Principal |
| Approval Authority (signature & date) |  .17/8/23 |
| Date Reviewed | August 2023 |
| Responsible for Review | College Council / Policies Sub-Committee / Principal Class Officers |
| Review Date | August 2025 |
| References | DET Policies |

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the general office on 57841200

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Broadford Secondary College, including education support staff, casual relief teachers and visiting teachers.

POLICY

Broadford Secondary College understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

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.

School Staff are rostered on for yard duty before school, during recess, lunch breaks and after school.

Broadford Secondary College has a number of internal policies and procedures in place to respond to specific circumstances and potential risks in schools, including:

- Camps, excursions and incursions
- First Aid
- Emergency evacuation procedures
- Grounds management and tree maintenance

School staff, parents and students are encouraged to speak to a member of the College administration, if you have any concerns about potential risks at our school, or our duty of care obligations.

Before and after school

Broadford Secondary College's grounds are supervised by school staff from 8.35am until 3.30pm Outside of these hours, school staff will not be available to supervise students.

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending before or after study, or a pre-arranged supervised activity (i.e. sports practice).

School grounds are supervised before school at 8:35am at the Bus stops, locker bays and courtyards. The oval, soccer pitch and basketball courts are not supervised. After school, staff supervise the Bus stop area.

Yard duty

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

The Assistant Principal (operations) is responsible for preparing and communicating the yard duty roster on a regular basis. At Broadford Secondary College, school staff will be designated specific yard duty areas to supervise

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are provided to all staff and spares are located in the main staff room
- carry a mobile phone and call for assistance on 0477143046 if necessary

Yard duty zones

The designated yard duty areas for our school as at Term 3 2023 are:

| Zone | Area |
|---------|---|
| Courts | The 3 tennis courts |
| East | North side of Forum to Basketball courts |
| Canteen | Canteen, south side of Forum and shaded area |
| North 1 | West side of Oval plus lockers near Sharp's Shed |
| North 2 | East side of Oval plus locker room |
| Central | Courtyard between admin and literacy buildings |
| Front | Front of school, south side of Hall and the shelter |
| Library | In side Library |
| Bus | Snodgrass St |



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 and actively 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
- 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 Compass 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.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Daily Organiser or an 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 staff member needs to leave yard duty during the allocated time, they should contact the Daily Organiser, Assistant Principal or call the Yard Duty phone number 0477143046, but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should call the Yard Duty phone number 0477143046 and not leave the designated area until a relieving staff member has arrived.

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

Classroom

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

All students out of class are required to carry a pass issued by their classroom teacher. Students found out of class without a pass, or valid reason, will be recorded on Compass as being "Truant"

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

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

Broadford 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 the library or a suitable classroom.

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

Most Year 12 students will have one private study block of three sessions per week. This will be timetabled as "LIB" on their schedules. Students are required to sign in at the library and then remain in the Literacy corridor or Year 12 Common Room. 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:

- Emailed to all staff
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Provided to CRT's
- 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.

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](#)

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