



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the College Office on 9561 5811

PURPOSE

The purpose of this policy is to explain to staff Wheelers Hill Secondary College 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 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 Wheelers Hill 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

Wheelers Hill Secondary College grounds are supervised by school staff from 8.26am until 8.50am and 3.00pm until 3.24pm. Outside of these hours, school staff will not be available to supervise students.

Areas under supervision are Phoenix Drive and Raphael Drive.

Yard duty

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

The Curriculum Implementation Leader is responsible for preparing and communicating the yard duty roster on a regular basis. At Wheelers Hill Secondary College, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are:

Yard Duty Supervision Areas During Recess and Lunchtime

- Oval including Goal Post Area
- A Block & lockers, Library Block, Gym
- Canteen and Canteen Courtyard, S Block lockers, E block
- VCE Block & lockers, R Block, C Block, Hard Courts

School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Staff Pod.

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
- 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.

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 Curriculum Implementation Leader 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 Curriculum Implementation Leader 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 send a message to the office/ Curriculum Implementation Leader 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Made available in hard copy from School Administration upon request

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. Their duty of care is to ensure that students are safe within an inclusive environment. It is also their responsibility to report any potential threat or source of harm that may impact on the young people in their care. In the event a student is asked to leave the classroom, another student will accompany the student who is requested to leave and escort them to the relevant Sub School or the General Office. The teacher may enter a chronicle entry to denote that the student has left the class if it is for a wellbeing or behavioural issue.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Daily Organiser / General Office / relevant Sub-School or Staffroom 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](#).

Independent Study

Year 12 students only will have four study periods over a two-week cycle. 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. Any other senior student involved in independent study as part of their curriculum program, revision or study must be accountable to or be in the precinct of staff such as the VCE Centre, identified study spaces or the College Library.

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](#)

Supervision Arrangements for External Providers

Where students participate in the provision of Curriculum by external providers, all steps must be taken to ensure that the providers have valid working with children checks or VIT registration, that they are compliant with the new Child Safe Standards and are aware of their responsibilities to provide a safe and inclusive environment under all relevant legislation and DET policies so that students are properly supervised.

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.

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	College Council
Approved by	Principal: Fern Brisbane (Acting)
Next scheduled review date	June 2024

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