



WEDDERBURN  
COLLEGE

## **POLICY: YARD DUTY & SUPERVISION**

### **PURPOSE**

The purpose of this policy is to ensure school staff understand their supervision and yard duty responsibilities and to explain to staff Wedderburn College's yard duty procedures and expectations for the appropriate supervision of primary and 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**

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

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

### **POLICY**

#### **Before and after school**

Wedderburn College's grounds are supervised by school staff from 8.30am in the BER or the School library until 3.35pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Wedderburn College outside of these hours. Senior students in Year 11 or 12 who may wish to attend school outside of these hours (such as to study in the common room or the library) are encouraged to seek permission from their subject teachers to see if they can be supervised.

Parents and carers will be notified of our school hours through our school website and in our fortnightly newsletter that they should not allow their children to attend Wedderburn College outside of these hours. Families will be encouraged to contact [insert name] on [insert number] or refer to [link] for more information about the before and after school care facilities available to our school community.

Students are not permitted on school grounds before 8:30am. For duty of care and supervision purposes, if a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

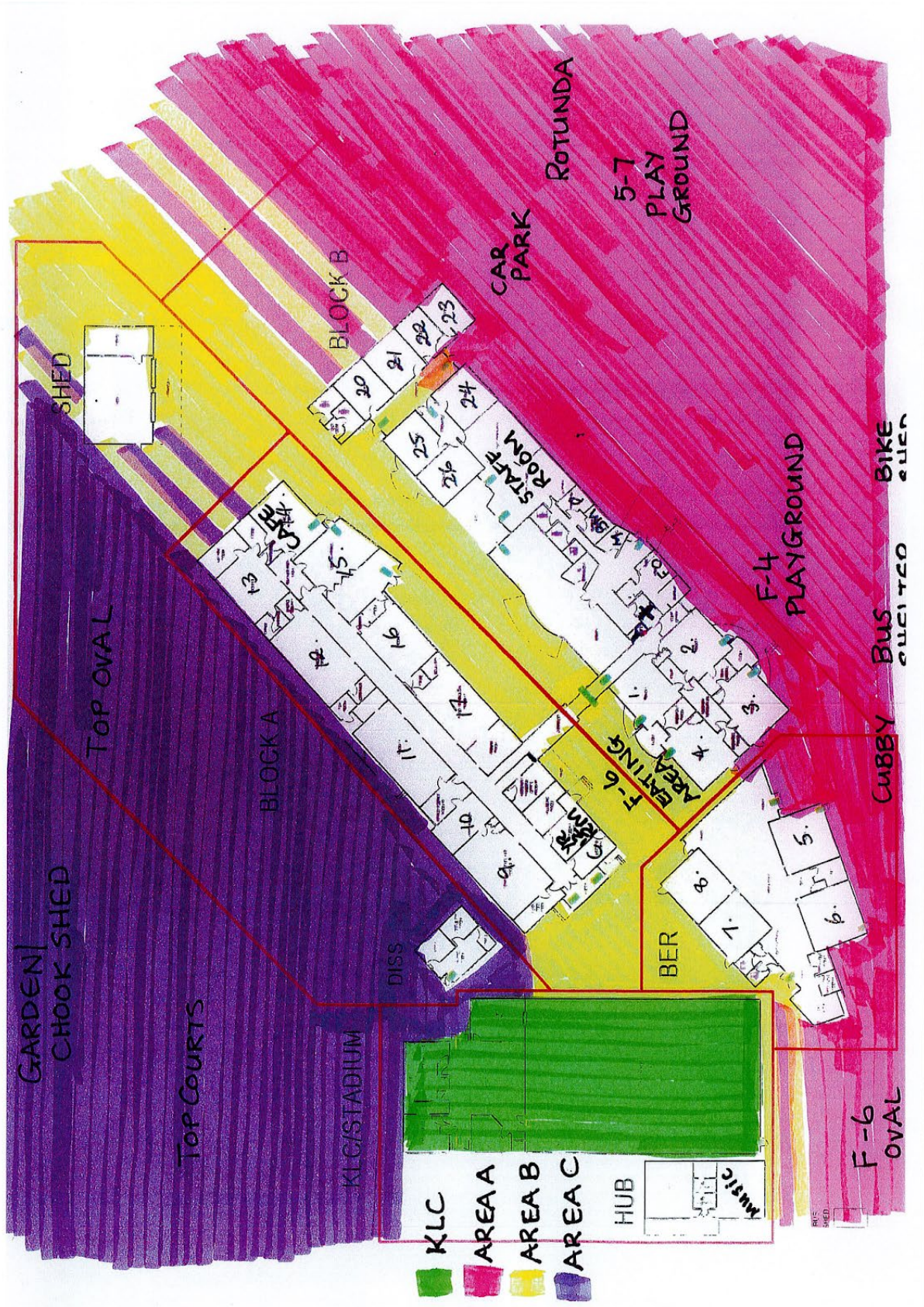
### **Yard duty**

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

The Principal [or alternative nominee e.g. Daily Organiser/Assistant Principal] is responsible for preparing and communicating the yard duty roster on a regular basis. At Wedderburn

College, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are



School staff must wear a provided safety/ hi-vis vest whilst on yard duty.

**Yard duty responsibilities**

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 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
- 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 Daily Organiser, Sue Prevos 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, Sue Prevos 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 staff member currently on duty should send a message or call the front office and not leave the designated area until a relieving teacher 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the front office by phone or by sending an ES Staff Member or student to the front office. 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 Excursions Policy.

## **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 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 will only have one study block of three 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.

## **COMMUNICATION**

- [This policy will be communicated to our school community in the following ways](#)
- [Included in staff induction processes](#)
- [Discussed at staff briefings or meetings, as required](#)
- [Included in our staff handbook](#)
- [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.](#)

### **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](#)

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Approved by	Principal
Next scheduled review date	February 2025

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