

---

# Yard Duty and Supervision Policy

---



## PURPOSE

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

## SCOPE

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

### Before and after school

Scoresby Secondary College grounds are supervised by school staff from 8.30am until 8.45am and 3.00 until 3.25pm; the duty staff member will supervise both bus stops. Outside of these hours, school staff will not be available to supervise students.

If a student is left unattended outside of school hours of supervisions, the student is to go to the general office and parent/carer will be contacted by a staff member.

### Yard duty

All Staff at Scoresby Secondary College are expected to assist with yard duty supervision and will be included in the daily extras roster.

The Daily Organiser / Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Scoresby Secondary College, school staff will be designated a specific yard duty area to supervise, as indicated on the Daily Extras sheet.

The designated yard duty areas for our school

Area	Area
<b>Before School:</b>	Roaming  Staff on duty are to walk between front gates and into the Junior and Senior School courtyards
<b>Recess / Lunchtimes:</b>	Junior School Courtyard / Shade sails  Staff on duty are to walk around the Junior School courtyard and the shade sail area
<b>Recess / Lunchtimes:</b>	Senior School and Student Centre  Staff on duty are to walk around the Senior School courtyard and Student Centre
<b>Recess / Lunchtimes:</b>	Oval / Courts  Staff on duty are to walk around the Oval and hard court area
<b>Afterschool:</b>	Bus Stops  Staff on duty are to wait at the front (Cavell St.) of the school until the buses have departed and then make their way to the public bus stop (Zerfas St.)



## YARD DUTY EQUIPMENT

School staff must wear a provided safety / hi-visibility vest whilst on yard duty. Safety / hi-visibility vests will be stored in each staff room and the General Office

## 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
- 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

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 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 but should not leave the designated area until the relieving teacher has arrived in the designated area.

If the relieving teacher does not arrive for yard duty, the teacher currently on duty should send a message to the office and/or 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact a colleague and/or Daily Organiser for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Students who are required to leave class for a short time, eg: go to the library, should have an entry made in their Student Planner. Students found out of class without their planner will be sent back to their classroom.

### 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.

### Digital devices and virtual classroom

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

Scoresby 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 classroom or general admin office area or conference room (depending on the number of students)

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

- student attendance will be monitored each morning via a daily check-in and throughout scheduled WebEx classes.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Year Level Coordinator and/or Student Wellbeing Coordinator.

### 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 study blocks throughout each week. This will be timetabled with no class allocated where students will be required to go to the Senior School Study Hub; where a teacher from Senior School will be able to supervise and support students when needed.

Year 11 students only may have study blocks throughout each week. This will be timetabled with no class allocated where students will be required to go to the Resource Centre (Library); where they will be supervised by the Librarian and will be able to support students when needed.

Students in year 11 or 12 that have a period 5 study period will be permitted to leave school grounds during these sessions. Prior to leaving students will be required to sign-out at the main office.

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:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Made available in hard copy from school administration upon request
- To the broader community via newsletters and Compass

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	July 2021
Approved by	Principal
Next scheduled review date	July 2022

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