

## 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.

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Norwood Secondary College (NSC), 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 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.

#### Before and after school

NSC's grounds are supervised by school staff from 8.23am until 3.13pm. Outside of these hours, school staff will not be available to supervise students. Before school, staff supervise both the front and rear of the College and after school, staff supervise the front of the school, particularly students accessing the buses on Byron Street.

Students who wish to attend school outside of these hours will be able to access the Student Resource Centre which is open from 8.15am until 4.15pm. Twice a week, Homework Club is supervised from 3.15 until 4.30pm. Additionally, students attending outside of these hours for co-curricular activities, sport, examinations, early morning or after school classes will be supervised by the teachers involved.

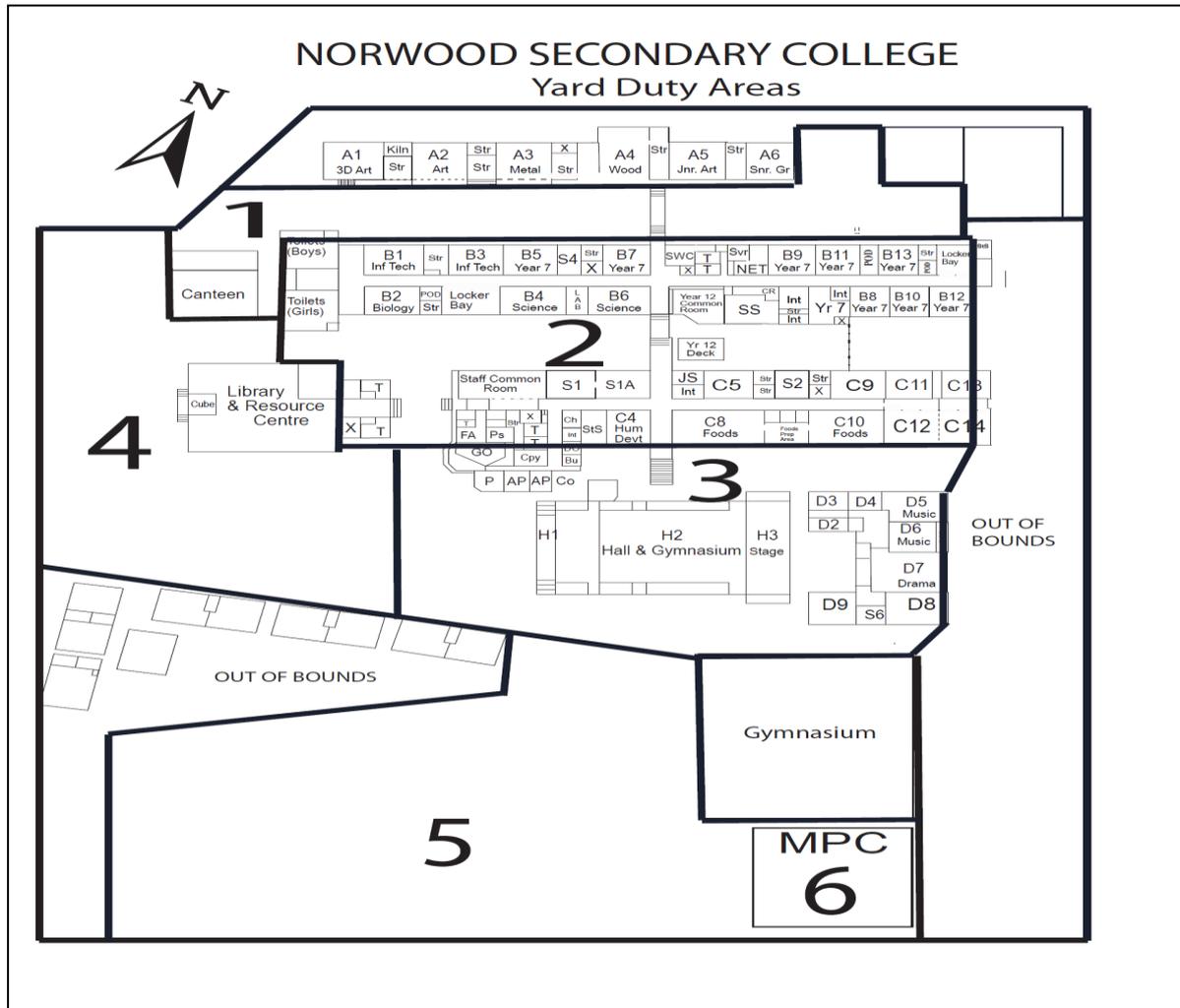
#### Yard duty

All staff at NSC are expected to assist with yard duty supervision and will be included in the Yard Duty Roster.

The Daily Organiser is responsible for preparing and communicating the Yard Duty Roster on a regular basis, particularly when changes are made. At NSC, a teacher's yard duty and their designated areas will appear on their Compass schedule.

## Yard duty areas

The designated yard duty areas for our school for 2022 are:



Area	Description	Teacher position	handover
Area 1	A Block and canteen	Front of canteen	
Area 2	B and C corridors, B block toilets, quadrangles between B and C blocks	B Block corridor: outside Student Services Office	
Area 3	Upper basketball courts, area around Hall and D Block	Shade Sails	
Area 4	Front of school and vicinity of Student Resource Centre	Front of Reserved Staff Parking	
Area 5	Oval and gymnasium (adjacent to oval)	Front of Wellbeing Pod	
Area 6A	Multi-purpose courts (recess only)	Multi-purpose courts	
Area 6B	Gymnasium (internal)	Gymnasium	

### **School staff must:**

- wear a provided safety/hi-vis vest whilst on yard duty.
- carry a mobile phone with them at all times. School mobile phones can be collected at the General Office if required.
- 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 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 (excluding drop off and collection periods)
  - 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. In this scenario, remain with a student requiring first aid and send another student(s) to the General Office for assistance or phone the General Office directly.
  - report/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 staff member is unable to conduct yard duty at the designated time, they should either organise a swap with another staff member or 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 staff member 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 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 send a message or call the General Office 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the General Office 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**

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

## **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**

Senior School students who have study periods (no timetabled classes) are expected to:

- Study in the supervised Student Resource Centre and sign in as they arrive
- Study in the Senior School Common Room
- Remain at school during this time, if the class is during periods 2, 3 and 4.

The exception to this is that when the study period is period 1, a senior student may arrive late to school and sign in at the Sub-school Office or if the study period is period 5, a senior student may leave at lunchtime after signing out at the Sub-school Office.

The other exception allows for Vocational Education & Training (VET) students to leave the school early to travel to their VET provider. These students must also sign out at the Sub-school Office.

Students are not permitted to leave the school grounds during the day, under any other circumstances, without prior parental approval.

## **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
- Included in our staff handbook
- Reminders in the College newsletter
- Made available in hard copy from the General Office upon request.

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent via the College 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](#)
  - [Structured Workplace Learning](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)
  - [Work Experience](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	Principal
Next scheduled review date	July 2024

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