



## YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact any campus 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 Benalla P-12 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 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

Benalla P-12 College's grounds are supervised by school staff from 8.30am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Avon Campus – The front of the school (Yard C) is supervised by school staff from 8:30am in the morning until 8:50am. At the end of the day Yard C is supervised from 3:10pm until 3:30pm.

Faithfull Campus – Two staff members supervise the yard between 8:30 and 8:55am in the morning. After school there are two staff members allocated to supervise the bus area, at the front of the school, from 3:10pm until the time of the last bus (3:40pm approx.)

Clarke Campus- One staff member supervise the yard between 8:30 and 8:55am in the morning.

After school there is one staff member allocated to supervise the bus area, at the front of the school, from 3:10pm until the time of the last bus (3:40pm approx.)

Waller Campus – Before school the yard is supervised by one staff member from 8:30am – 8:50am. After school the front of the yard (Zone 1) is supervised by one staff member from 3:10pm – 3:30pm.

Parents and carers will be advised through a notification on Compass or Dojo and regular reminders in our newsletter that they should not allow their children to attend Benalla P-12 College outside of these hours. Families will be encouraged to contact any campus office on (03)5761 2777 or refer to our website for more information about the before and after school care facilities available to our school community.

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

Teaching staff at Benalla P-12 College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Campus Principal and Timetabler are responsible for preparing and communicating the yard duty roster on a regular basis. At Benalla P-12 College, school staff will be designated a specific yard duty area to supervise.

### **Yard duty zones**

The designated yard duty areas for our school as at Term 2, 2022.

<b>Campus</b>	<b>Zone</b>	<b>Area</b>
<b>Avon</b> Appendix B	Area 1	West side of school
	Area 2	East side of school
	Area 3	Front of school
<b>Waller</b> Appendix C	Area 1	North side of the school
	Area 2	South side of the school

<p style="text-align: center;"><b>Faithfull</b></p> <p style="text-align: center;"><b>Clarke</b></p> <p style="text-align: center;">Appendix A</p>	Area 1	See Appendix A
	Area 2	
	Area 3	
	Area 4	
	Area 5	
	Area 6	

### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty
- carry the yard duty first aid bag at all times during supervision
- be familiar with student health and safety information stored with yard duty equipment

Yard duty equipment, such as high vis vest, walkie talkie, first aid and health and safety information is kept:

Avon Campus – First aid room

Waller Campus – Staffroom and ¾ hub

Faithfull Campus – Front office photocopy room

Clarke Campus –

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

### **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)
- ensure students remain in their designated year level zones
- 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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in 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 staff member is unable to conduct yard duty at the designated time, they should contact the Timetabler/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 Timetabler/Assistant Principal 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 contact the 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 Campus Principal or front 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

Benalla P-12 College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Benalla P-12 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 designated area by school staff.

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

- student attendance will be monitored every lesson for secondary students and twice daily for primary students.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

### 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 may have some periods each week allocated to study. This will be timetabled as a formal 'private study' 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.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

### Other areas requiring supervision

Student toilet access during class time.

Faithfull Campus – students must have their own diary signed by their classroom teacher to be able to leave class and access the toilets during class time.

Clarke Street Campus – students accessing toilets during class time must seek teacher permission first and wear the 'Toilet Pass' lanyard. Students should travel to and from the toilets via the main hallway.

Waller Street Campus – students must seek teacher permission and carry a pass with them to and from the toilet

Avon Street Campus – students must seek teacher permission and carry a pass with them to and from the toilet.

## 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

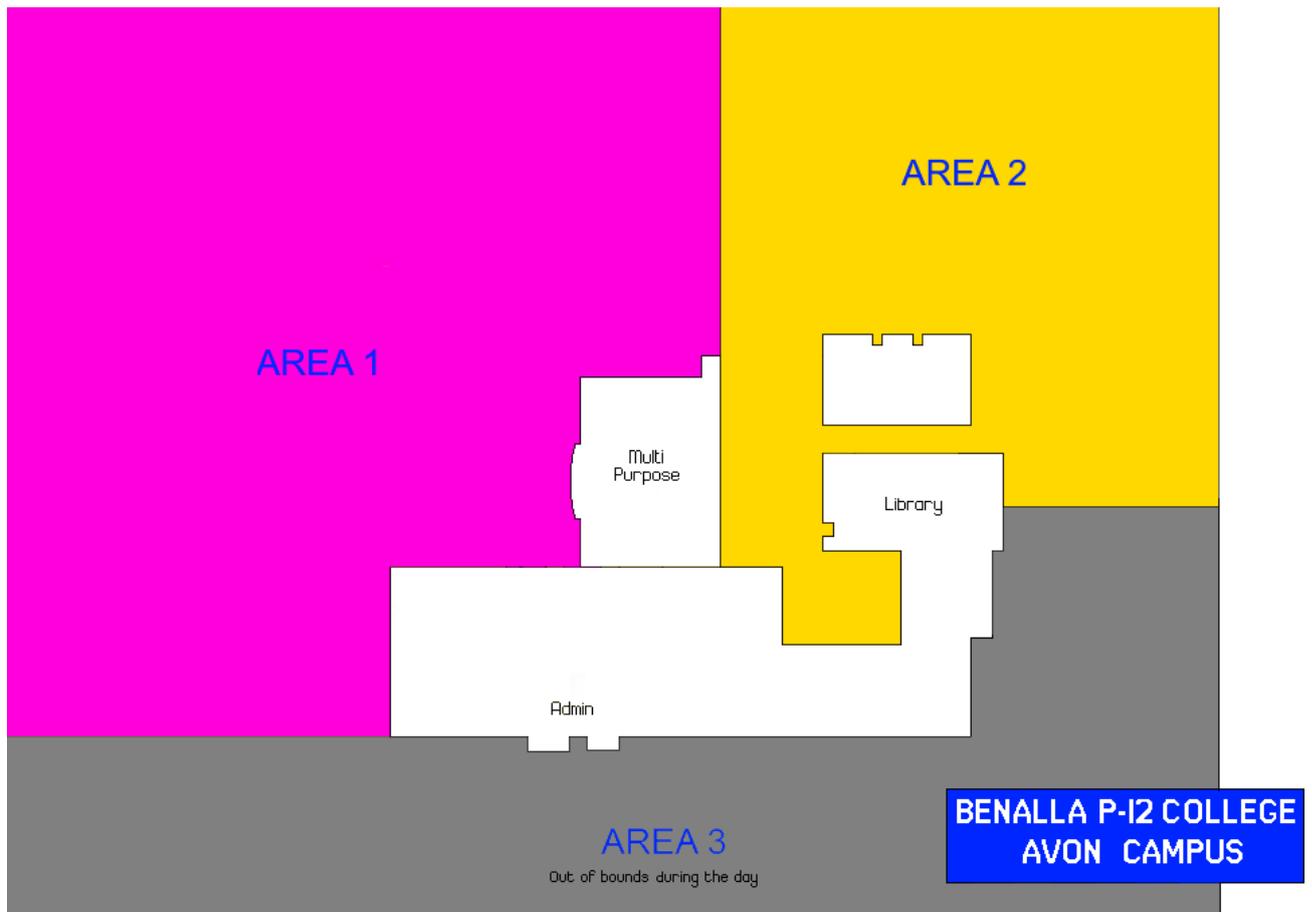
Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	June 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Benalla P-12 College's yard duty and supervision arrangements.

## Appendix A – Faithfull and Clarke Campus Yard Duty Zones



## Appendix B – Avon Campus Yard Duty Zones



Appendix C – Waller Campus Yard Duty Zones

