

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Narre Warren South P-12 College on 9704 3333

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Narre Warren South 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

Narre Warren South P-12 College's grounds are supervised by school staff from Monday to Friday before school 8:35 until 9am, after school 3pm until 3:25. Outside of these hours, school staff will not be available to supervise students. Narre Warren South P-12 College does offer an external on-site before and after school care, enquire at the reception desk if you require additional information regarding this service.

There are several main areas around the school where yard duty teachers will actively monitor students in these areas. The main gates, playground, gather areas of students are the main points where teachers will monitor.

The school no longer has an on-site before or after school care program. Parents are required to seek their own preferred provider if needed.

If a student arrives at school before supervision commences at the beginning of the day, the 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, a 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 Narre Warren South P-12 College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser/Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Narre Warren South 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 1 and revised on a regular basis depending on the needs of the school and staff are as detailed in the document below.

Yard Duty Information

Zone	Area	Description
1	P-2 play/pirate ship	Walk around playground area, observe Prep and Grade 2 playgrounds.
2	1-4 playground	Walk around playground, observe playground area including outdoor classrooms, Grade 1 and Grade 3&4 playgrounds.
3	G block portables	Walk around portables and to OLC, veggie patch is out of bounds.
4	5-6 Play/Pavilion	Walk around the 5-6 playground area and soccer pavillion.
5	Soccer Pitch Primary	No heels, no food or drink on the pitch. Take care and observe the games. Only primary students.
6	Soccer Secondary	No heels, no food or drink on the pitch. Take care and observe the games, secondary students only.
7	Between Futsal/Soccer	Walk around, chat with students around the boundary. Keep an eye on Secondary Soccer & Futsal areas (as a back up to this duty area)
8	Futsal/Yr 9 seating	No heels, no food or drink on the pitch. Secondary students only.
9	Primary courts	Primary basketball courts and the breezeway outside G09/10/ library.
10	F block/Yr8 office	F01-F10 & F26-F29. Ensure students are not in classrooms.
11	F Block/yr 9-10 office	F11-F25 Walking around area, ensure students are not in classrooms.
12	Library	Assist library staff, monitor students in primary and secondary area. No food or drink permitted. Remind students to pack up.
13	Yr 7 Play/locker/court	Year 7 breezeway/playground near A block. Ensure primary students don't enter secondary area.
14	Canteen	Monitor canteen lines, ensure students use the correct windows. W1-7&8, W2-9&10, W3-11&12.
15	Basketball Court (1)	Monitor student behaviour and games, basketball and netball games on the courts. Cricket, football and rugby on oval.

Zone	Area	Description
16	Volleyball Courts	Monitor student behaviour and games, volleyball on volleyball courts.
17	Oval	Rugby, cricket, AFL played on the oval. Observe students, walk around and talk with students, check far fence boundary.
18	PAC Gate	PAC entry Gate, ensure all visitors enter via A block
19	D Block	D01-D12 area, walk around and ensure appropriate behaviour on the handball courts and in the walkways
20	C Block	Walk around area behind the PAC, school court gate.
21	C/D Block	Walk around from D14 to C14
22	Primary gate P-2 play	Gate Marshall, chat with parents and students at drop off and pick up
23	Primary Gate/G Recep	Gate Marshall, chat with parents and students at drop off and pick up

College and Yard Duty map



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in all reception areas in A Block staffroom.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in all reception areas in A Block staffroom.
- The yard duty pack containing anaphylactic student information stored in student service reception areas and A Block staffroom which are attached to the first aid bags. Staff can also refer to Compass to identify students medical information if needed or contact the College nurses via the C3X phone system using their mobile phones if necessary.
- Staff may carry their mobile phone on them to communicate information if required.

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, 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 staff member is unable to conduct yard duty at the designated time, they should contact the Daily Organiser or Timetabler 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 a SEL or 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 send a message to the reception 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 / supervising 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 a Student Engagement Leader or Assistant Principal 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

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

Narre Warren South 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, where students will undertake virtual and remote learning while at school will be designated depending on the learning, age of the student and available and suitable designated learning space].

In any instance if a student is attending school virtually at home, while parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored by the supervising teacher

- 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 Wellbeing Team, SEL and/or Leadership team 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 – Study Hall

Year 12 students may be allocated independent study time depending on the needs of the school and the students. The Study Hall is supervised by a qualified teacher at all times and will take an attendance roll.

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

Areas such as the Library during classtime have a qualified teacher in the library supervising their students. At lunchtime, there is an allocated yard duty teacher who supervises the students in assistance with the Librarian staff.

Secondary students moving from classroom to another classroom between lessons will be monitored by teachers who are also moving from classroom to classroom. In Primary school, the teacher will their class to the next class and wait until the next teacher arrives.

If a Primary school student is required to leave the classroom for any reason, they will take a buddy with them. If a student needs to be left an alternative location then 2 buddies will take the student and they return back to class.

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.
- Included in our staff handbook
- Included as a reference in our school newsletter or Compass notification

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent out in our school newsletters.

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	October 2022
Consultation Committee	February 2023
Student Voice	October 2022
Principal Endorsement	October 2023
School Council	February 2023
Community	March 2023
Next scheduled review date	2025 – noting that the mandatory minimum review cycle for this policy is 2 years.

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

