



## YARD DUTY AND SUPERVISION POLICY

### PURPOSE

The purpose of this policy is to explain to staff at Clyde Secondary College yard duty procedures and expectations for the appropriate supervision of 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 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

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

### POLICY

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.

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

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. Clyde Secondary College will inform parents/carers of the precise times during which the school grounds will be monitored via the College webpage and compass.

#### Before and after school

Clyde Secondary College grounds are supervised by school staff from 8.30 am until 3.30 pm. Outside of these hours, school staff will not be available to supervise students. Students who may wish to attend school outside of these hours are encouraged to sign in and out of the front office and attend the library which is open from 8.30 am and closes at 4.15 pm.

## Yard duty

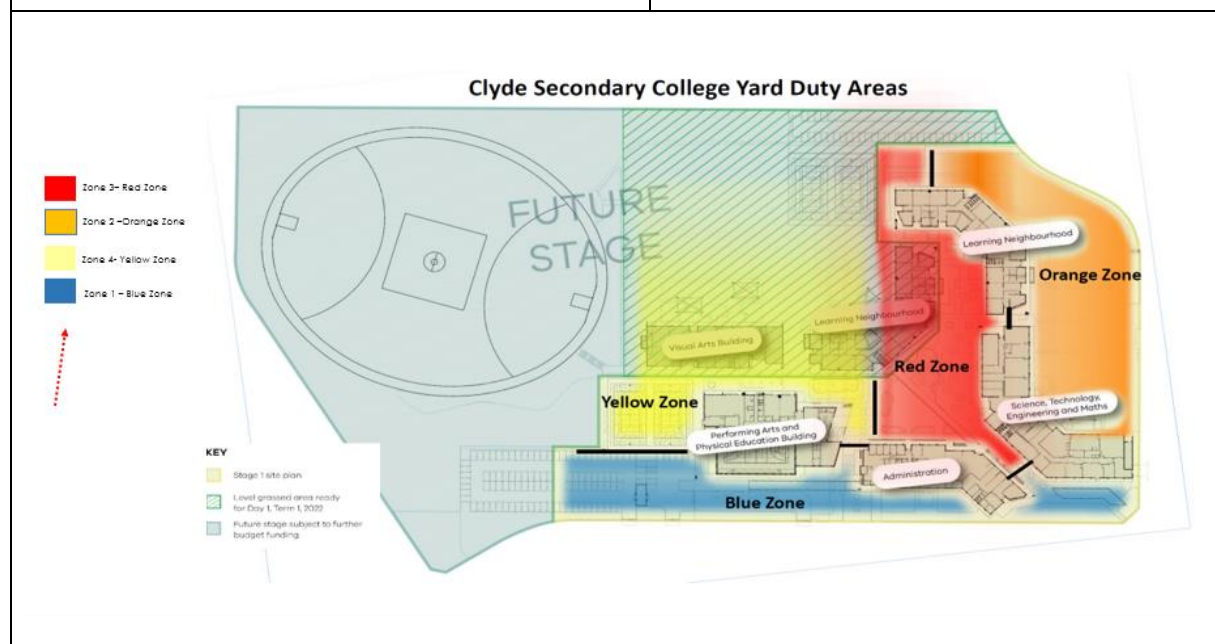
All staff at Clyde Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster each term and daily as required to cover staff absence. At Clyde Secondary College, school staff will be designated a specific yard duty area to supervise.

Any students with positive behaviour plans or safety plans will have their plans available to all yard duty staff and communicated regularly at staff meetings. All outdoor areas are accessible to students with disability and additional needs and peer modelling and social integration between all students is encouraged.

The designated yard duty areas for our school as at Term 1, 2022 are:

Zone	Area
Zone 1 (Blue)	Administration Courtyard
Zone 2 (Orange)	Learning Community and car park
Zone 3 (Blue)	Visual Arts and STEM Courtyard
Zone 4 (Red)	Oval and outdoor courts



Each yard duty zone has yard duty supervisor. As the school grows the number of yard duty supervisors will increase.

Areas of the school under construction will be fenced off and actively patrolled by yard duty teachers. Workers on-site will be physically separated from students and where required to attend school grounds will be required to abide by the school's Visitors Policy. They will also be required to sign in, read and sign the Child Safe Code of Conduct in addition to having WWCC.

### **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 staff rooms and at the front office.

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 teacher.

During yard duty, supervising school staff must:

- Wear high visibility vests provided to staff.
- methodically move around the designated zone and actively supervise.
- be alert and vigilant
- recognise and acknowledge positive behaviour
- 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 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 a next duty teacher does not arrive for yard duty, the teacher currently on duty should contact 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 for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving. Educational Support staff who are aides in the classroom supporting student, cannot be left to supervise a class without a teacher present. The teacher may ask the Aides to get assistance as required.

### 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

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

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

- student attendance will be monitored daily.
- 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

As a SIS school, we recognise that some students will require additional supervision. 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. To further support students who are on the PSD funded, we will roster integration aides for yard duty during recess and lunch as appropriate. In addition, there may be a need for the aides to be available to meet students at the beginning of the day, just before school or escort them to the bus or their parent/carers car. This will be factored into, once we know the needs of the individual students. This information will be gathered during transition discussions in November/December.

### **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](#)

### **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**

Students working in the library will have supervision by an Educational Support Staff member, with access to a teacher in the near vicinity if further support is needed.

## **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
- 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 on Compass, Facebook and Instagram.



## CLYDE SECONDARY COLLEGE

### FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

### POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2021
Approved by	Principal
Next scheduled review date	Term 2, 2022

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