



Yard Duty Policy

Preamble Mill Park Secondary College is committed to providing a safe environment for all students and staff. The provision of supervised yard duty forms an integral part of our duty of care to students.

Aims The aim of this policy is to provide a framework for the provision of adequate and appropriate supervision of students so that they are, as far as can be reasonably expected, protected from harm and injury.

Implementation

- Ensuring a safe yard is the responsibility of all staff
- A roster system will be used to timetable staff members for on-site supervision
- Supervision of the yard will include before school, recess, lunch and after school
- Staff on yard duty supervision are to be prompt at arriving at their location on time and to remain until the end of their duty or until relieved by another staff member. A staff member who is not relieved as scheduled, should stay on duty and make every effort to notify a principal class member of the situation.

- There will be school community reminders that supervised on-site yard duty does not commence until 8:30am nor does it extend beyond 3:27pm on normal school days, or as otherwise advised.

- Yard Duty Supervision Timetable

Before School	Recess	First Half of Lunch	Second Half of Lunch	After School
8:30 – 8:55	10:33 – 10:57	12:35 – 1:00	1:00 – 1:24	3:02 – 3:27

- The Daily Organiser of each campus will develop a yard duty roster and ensure that the supervision duties of staff who are absent are assigned to others.
- Supervision duties of staff on yard duty include:
 - Moving through all parts of the supervision area,
 - Circulating in the area where students congregate,
 - Scanning more distant parts of the supervision area,
 - Having positive interactions with students as well as corrective,
 - Positively acknowledging appropriate student behaviours,
 - Consistent and quick correction of poor behaviour together with consequences.
- Staff on yard duty should remain calm, controlled and respectful when interacting with students, recording and sharing of incidents and inappropriate behaviour, checking that students are playing and socialising in areas of the school that are not out-of-bounds, using equipment in the correct manner, keeping grounds tidy and litter free and scanning for uninvited or unauthorised visitors.
- Yard duty teachers should deal with matters such as queries, minor accidents, incidents and disputes. Serious accidents, injuries, disputes and intruder issues should be reported to a principal class officer.
- Supervision duties of staff may differ on extreme weather days or during extreme weather events at the discretion of the Campus Principal.

Related Documents

External Links

Ratified Date This Policy was ratified by AIC on 27 November 2015

Review Date This policy will be reviewed as part of the College’s three-year review cycle