

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 on 9407 9700 so that we can support you with an interpreter.

PURPOSE

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

SCOPE

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

This policy applies to both the Middle Years and Senior Campus of the College.

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.

Before and after school

Mill Park Secondary 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. The exception to this is the College Library which is generally open and provides supervision between 8:00am and 4:00pm for students who are using the Library for its intended purpose (reading, research and study / revision)

Before and after school, only the 'front of school' areas of each campus are scheduled to provide supervision to students as they enter and exit the campus.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Mill Park Secondary College outside of these hours, unless they are attending scheduled co-curricular activities.

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

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

The Principal or delegate is responsible for preparing and communicating the yard duty roster on a regular basis. At Mill Park Secondary College, the Yard Duty roster and areas will be published to all staff and republished when changes to the timetable, or the need for additional / reduced supervision is required.

Yard duty zones and roster

See attachment for current Yard Duty Map and sample roster.

The Principal may at short notice make changes to this roster or call on additional staff to supervise outside of these areas or roster to ensure adequate supervision of students.

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.
- if possible, carry their mobile phone to assist in communication where needed.

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
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- Staff on yard duty should remain calm, controlled and respectful when interacting with students, recording and notifying key staff such as (Student Engagement Leaders and Principal Team members) 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 Team member.
- ensure that students who require first aid assistance receive it as soon as practicable

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.

Yard Duty takes priority over all other duties / activities at school. However, if the supervising staff member is unable to conduct yard duty at the designated time, they should contact the the Daily Organiser or Camps Principal with as much notice as possible prior to the relevant yard duty 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 General Office for support, 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 General Office to outline the situation and not leave the designated area until a relieving staff member has arrived.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class time.

The process for allowing students to leave supervised classes is outlined in the school's Student Engagement Guidelines. this process must be followed when students need to leave class for any reason.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact (through sending a message with either a teacher or student) 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.

Digital devices and virtual classroom

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

Mill Park Secondary 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 the Library, or if required, in a classroom with an additional supervising teacher.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home (during periods of remote learning):

- student attendance will be monitored for each class.
- 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

Students are not permitted to leave the school grounds during the School Day, except when they sign out using the appropriate process at the General Office for an authorised reason.

Year 12 students only will have one study block of up to three sessions per week. This will be timetabled as a formal study session and students' attendance will be recorded during these periods. In circumstances where it is not possible to cover absent Year 12 classroom teachers with a replacement teacher, students may be required to attend the Study Centre for supervision. In some circumstances, Year 12 students may be able to leave School early if their final class for the day is not able to be covered by a replacement teacher. This decision will be made by the Campus Principal in conjunction with the Daily Organiser, and when this occurs parents / carers of these students will be notified via SMS through the school's Sentral portal.

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

During times between sessions when students are moving to their classes, supervision is provided by all staff on campus who are also moving around the site as part of their duties.

Regardless of the set Yard Duty roster or class schedule, *all* staff have a responsibility to provide appropriate supervision, response and act as appropriate should an incident occur or student actions require it at any time during the school day. This includes encountering a class which has not been attended to by their scheduled teacher, or responding to an incident in the yard whilst students are moving between classes.

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 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	May 2022
Approved by	Principal
Next scheduled review date	This policy and the attached roster and Yard Duty Guidelines will be reviewed annually as part of the school's planning process in consultation with AIC (Agreement Implementation Committee)

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