



YARD DUTY AND SUPERVISION POLICY

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Bayswater Secondary 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.

BEFORE AND AFTER SCHOOL

Bayswater Secondary College's grounds are supervised by school staff from 8.30 am until 3.25 pm. Outside of these hours, school staff will not be available to supervise students unless they are participating in a specific program (e.g. an after school club) outside of these hours.

Before and after school, school staff will supervise the front entrance of the College on Orchard Road, including the Bus Stop area.

Students should only attend school outside these hours if they are reporting to a supervised activity, including, but not limited to, Homework Club, Breakfast Club, sports training, supervised study or other supervised programs.

YARD DUTY

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

The Principal, or delegate is responsible for preparing and communicating the yard duty roster on a regular basis. At Bayswater Secondary College school staff will be designated a specific yard duty area to supervise which will appear on their Compass schedule.

YARD DUTY ZONES

The designated yard duty areas for our school are detailed in Appendix A.

YARD DUTY EQUIPMENT

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are available at reception.
- Carry a communication device, such as a mobile phone, with them to use in case of emergency.

YARD DUTY RESPONSIBILITIES

Staff who are rostered for yard duty must remain within 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
- actively supervise students within that zone
- 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 Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses on Compass or EduSafe as appropriate

If being relieved of their yard duty shift by another staff member (e.g. during the lunch time change) 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 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 Reception, 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 Reception 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.

Staff are expected to be on time for all timetabled classes and follow the procedures in the Student Engagement and Wellbeing policy to ensure appropriate supervision of students

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact Reception 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

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

Bayswater Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments (e.g. Virtual Schools Victoria) while on school site. In these cases, students will be supervised in the Senior School building.

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

- student attendance will be monitored for every 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

Year 11 and 12 VCE students may have a study block, in the event they are undertaking fewer than 5 studies in a year. This will be timetabled as a formal 'study hall' where students will work independently in Senior School, with teacher supervision provided and support is available. Attendance will be recorded by Senior School Staff. Students will not be permitted to leave school grounds during these sessions unless by prior arrangement with the parents of the student.

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.

COMMUNICATION

This policy will be communicated to our school community in the following ways [please delete the options below in yellow if you do not intend to use these methods. Note that the first two methods are strongly recommended]:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Stored on Compass for staff reference
- 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 throughout the year via Compass.

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	Term 1 2022
Approved by	Principal
Next scheduled review date	Term 4 2022

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