

Yard Duty and Supervision Policy

Primary, Secondary, Parents and Students

Date Reviewed	23 rd November 2022
Date Implemented	15 th May 2019
Author	Gail Hardman
Approved By	College Council / Policies sub-committee
Approval Authority (Signature & Date)	<i>Gail Hardman 15/2/2023</i>
Date Reviewed	
Responsible for Review	Assistant Principal
Review Date	April 2025
References	DET

PRIMARY

PURPOSE

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

SCOPE

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision 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 Seymour 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.

POLICY

Before and after school

Seymour College's grounds are supervised by school staff from 8:45 am until 3:35 pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Seymour College outside of these hours.

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
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

Teaching staff and some ES staff at Seymour College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal Strategic Resource Management and Campus Managers are responsible for preparing and communicating the yard duty roster on a regular basis. At Seymour College, school staff will be designated a specific yard duty area to supervise.

The designated Primary yard duty areas for our school from 2023 are as follows:

Area	Area
Area A	Grassed, Paved and Administration
Area B	Basketball and Canteen
Area C	Primary Oval



School staff wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are stored in the Assistant Principal in charge of Operations office.

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 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
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in Seymour College's *Student Engagement and Wellbeing* 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 and inform the Campus Manager.
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next 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 Assistant Principal 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 the Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office or call an Assistant Principal and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

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, they should first contact the Campus Manager for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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 activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

SECONDARY

PURPOSE

The purpose of this policy is to explain to staff Seymour College's 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

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 Seymour 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.

POLICY

Before and after school

Seymour College's grounds are supervised by school staff from 8:35 am until 3:35 pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the arrival and departure of buses from the bus bays.

Students who may wish to attend school outside of these hours are encouraged to sign in and out of the front office via the Compass kiosk.

Yard duty

All eligible staff at Seymour College are expected to assist with yard duty supervision and will be included in the two-weekly roster.

The Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Seymour College school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are described in the table and map below. The designated Secondary yard duty areas for our school from 2023 are as follows:

Area	Area
Area A	Secondary Oval
Area B	Front, Science, Technical Wings
Area C	Art, Grassed Area, Basketball Court



School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Assistant Principal for Operations office.

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:

- methodically move around all of the designated zone and actively supervise students.
- 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 and inform the relevant Year Level Coordinator and or Campus Manager.

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 Assistant Principal 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 Campus Manager / Assistant Principal 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 send a message to the office/call Assistant Principal, and not leave the designated area until a relieving teacher has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

Classroom

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

Students will be provided with a note and escorted by another student if a younger child is asked to leave the classroom. Seymour College has a four-step behaviour management process which is contained within the Student Wellbeing and Engagement Policy.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the front office or Campus Manager if available 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.

PARENTS AND STUDENTS

Seymour College understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

Staff participate in Seymour College's yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

School staff are rostered on for yard duty before school, during recess, lunch and after school. School grounds are supervised before school from 8:35 am. After school, staff supervise until 3:35 pm. Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending a pre-arranged supervised activity (i.e. sports practice).

Seymour College has in place a number of internal policies and procedures in place to respond to specific circumstances and potential risks in schools, including:

- Duty of Care Policy
- Anaphylaxis Management Policy
- Bullying Prevention Policy
- Child Safety Policy
- Closed Circuit TV Policy
- ESmart Policy
- Sun Protection
- Student Injuries First Aid and Medication Policy
- Supervision Policy

School staff, parents and students are encouraged to speak to our principal, Gail Hardman, if you have any concerns about potential risks at our school, or our duty of care obligations.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE AND EVALUATION

This policy will also be updated prior to the review date if significant changes are made to school grounds that require a revision of Seymour College's Yard Duty and Supervision Policy.

- This policy will be reviewed as part of the College's review cycle.

1. This policy will be made available to staff and on the College's website.

2. This policy was ratified by College Council on

15/02/2023

Child Safe Standards

"Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College's Child Safety Code of Conduct is available on the school's website."