

## **YARD DUTY AND SUPERVISION POLICY**



### **Help for non-English speakers**

If you need help to understand the information in this policy, please contact Mount Alexander College on 9376 1622.

### **PURPOSE**

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

### **SCOPE**

This policy applies to all teaching and non-teaching staff at Mount Alexander 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

#### **Before and after school**

Mount Alexander College's grounds are supervised by school staff from 8.45am until 3.23pm. Outside of these hours, school staff will not be available to supervise students

Teachers on duty before and after school are to supervise students at the Wellington School Gates.

#### **Yard duty**

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

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

## Duty Times

Normal Times				
Duty	Time	Length (mins)	No. teachers	No. ES
Before School	8:45am – 8:55am	10	1	0
Recess	11:35am – 11:55am	20	4	1
Lunch 1	1:15pm – 1:30pm	15	4	1
Lunch 2	1.30 – 1.45pm	15		
Lunch 3	1.45pm – 2.00pm	15	5	1
After School	3:20 pm – 3:30pm	10	1	0

Shortened Wednesday				
Duty	Time	Length (mins)	No. teachers	No. ES
Before School	8:45am – 8:55am	10	1	0
Recess	11:35am – 11:55am	25	4	1
After School	1:20pm – 1:30pm	10	1	0

## Yard Duty Areas

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

<b>Yard Duty Area 1</b>	<b>Outside Portables, Basketball and Futsal Courts,</b>
<b>Yard Duty Area 2</b>	<b>Outside Canteen Area and Resource Centre and A Block Perimeter (Bignell Street and Wellington Street sides)</b>
<b>Yard Duty Area 3</b>	<b>Resource Centre</b>
<b>Yard Duty Area 4</b>	<b>Canteen</b>
<b>Yard Duty Area 5</b>	<b>A Block - ground floor, level 1 and level 2</b>
<b>Yard Duty Area 6</b>	<b>A104</b>
<b>Yard Duty Area 7</b>	<b>Gym</b>



## Wet Weather Timetable

During wet weather:

Yard 2: Staff are required to supervise Area 8: Room A204/A205

Area 7 (Gym), Area 5 (A Block) and Area 3 (Canteen) duty teachers are also responsible for ensuring the safety of students going to and from the canteen as well as students travelling to and from the gym.

- Area changes for wet weather timetable:

Area	Change
Yard (1Y)	Yard 1 and Yard 2
Yard (2Y)	Area 9 A204/A205
Area 3: Canteen (3C)	Canteen + student travelling to/from canteen
Area 4: Resource Centre (4RC)	No change
Area 5: A Block (5A)	A Block + student travelling to/from canteen, gym, A104 and A204/A205
Area 6: A104	A104
Area 7: Gym	Gym + student travelling to/from gym

- Gym Duty  
It is expected that the gym is closed and locked after every period. The gym is not to be opened during the first third of lunch as there is no supervision. Gym Duty is only for the 2<sup>nd</sup> half of lunch on a Friday. Gym Duty teachers are expected to collect a walkie talkie and high visibility vest from the Heads of House office at 1:33pm. Only senior students may use the upstairs MAC Fitness Centre. Students are not to loiter around the front of the gym.
- Student Out of Bounds Areas  
Please be aware that the staff car park next to the gym is out of bounds to students and the area behind G009 and the gym. Students are also not to loiter around the front of the school on Wellington Street.

## Yard duty equipment

School staff must:

All staff have been provided with a high visibility best. Additional yard duty equipment can be found at the Heads of House Office, A Block Staffroom, Maths / Science Staffroom, Staffroom located between portables 5 and 6. Staff are required to have the following equipment during yard duty:

- Walkie talkie or mobile phone
- High visibility vest

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

## Yard duty responsibilities

Yard supervision is an essential element in teachers' duty of care. It is now clearly established that in supervising students, a teacher's duty of care is one of positive action. Yard duty supervision within the school requires the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and duty of care responsibilities. Teachers are also expected to follow College policy whilst on yard duty, intervene **immediately** if potentially dangerous behaviour is observed in the yard - enforce behaviour standards and logical consequences for breaches of safety rules.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

Teachers must check Compass daily for replacement supervision.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students.
- be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- be alert and vigilant
- not use a mobile phone or other device unless in an emergency situation
- intervene in rough behaviour, 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 Safety and Code of Conduct
- remove/report any potential hazard or maintenance need
- prevent a child from climbing trees or on to the roof
- stop students speaking to people outside the school or taking delivery of food and drink
- question students leaving the college grounds
- protect personal and college property
- address any littering issues
- address smoking or vaping by students or the consumption of alcohol. Call for assistance from the Heads of House or Leading Teacher Student Engagement and Wellbeing
- If there is an emergency, use the walkie talkie or mobile phone to alert the General Office and/or other yard duty teachers. If a student is injured, a staff member must stay with the

injured person(s). The First Aid Officer and the General Office must be alerted. The General Office will contact the parent/guardian as necessary.

- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- 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 refer to Heads of House or Leading Teacher Student Engagement and Wellbeing

### **Yard duty Absences/ Swaps / Relief and Changeover Procedures**

The Daily Organiser will arrange cover for staff who report their absences before 6:45am of the day they are absent. If a teacher cannot go to their allocated yard duty due to school business, they may arrange a swap with another teacher. Permanent swaps must go through the Timetabler (Assistant Principal).

If being relieved of their yard duty shift by another staff member 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 (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 Daily Organiser (Assistant Principal) 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 send a message to the Daily Organiser (Assistant Principal) or the General Office, and not leave the designated area until a relieving staff member has arrived.

Lunch 2 duty teachers must meet at the designated changeover locations at 1:33-1:34pm to relieve Lunch 1 duty teachers.

- Area 1 and 2 - Outside Canteen
- Area 3 - inside Canteen
- Area 4 - inside Resource Centre
- Area 5 - outside Resource Centre Foyer
- Area 6 - in A104
- Area 7 - Gym (no change over as should only be opened in Lunch 2)
- Area 8 - Gates (no change over)
- Area 9 - A204 entrance

### **Yard duty Senior Campus Debney Meadows Senior Campus**

Classes will commence at Debney Meadows Senior Campus at 8.45am. Supervision of students will commence from 8.30am.

<b>Normal Times</b>				
<b>Duty</b>	<b>Time</b>	<b>Length (mins)</b>	<b>No. teachers</b>	<b>No. ES</b>
Before School	8:30am – 8:40am	10	1	1
Recess	11:35am – 11:55am	20	1	1
Lunch 1	1:15pm – 1:30pm	15	1	1
Lunch 2	1:30pm – 2:00pm	30	1	1
	3:20pm – 3:30pm	10	1	1

<b>Shortened Wednesday</b>				
<b>Duty</b>	<b>Time</b>	<b>Length (mins)</b>	<b>No. teachers</b>	<b>No. ES</b>
Before School	8:30am – 8:40am	10	1	0
Recess	11:00am – 11:30am	30	1	1
After School	1:30pm – 1:40pm	10	1	1

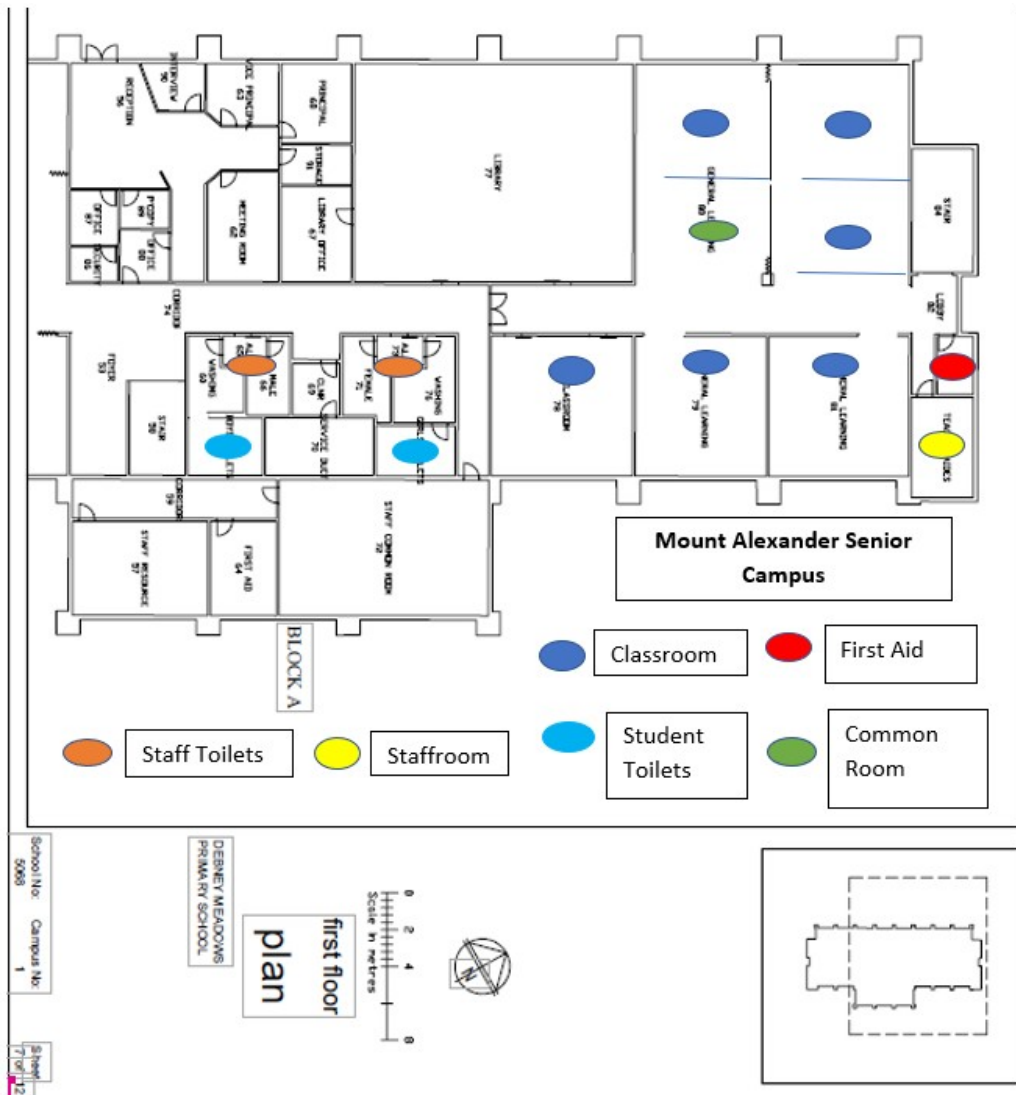
Students who are not leaving the Debney Meadows Senior Campus at recess to access classes at Mount Alexander College period 3, will be required to remain on campus during recess.

With parental consent students will be permitted to leave the Debney Meadows Senior Campus at lunchtime to purchase their lunch. Students will be able to access the canteen at Mount Alexander College or local food stores. Students must sign out using the Compass Kiosk to leave the Campus and sign back in if they are returning for period 4 classes.

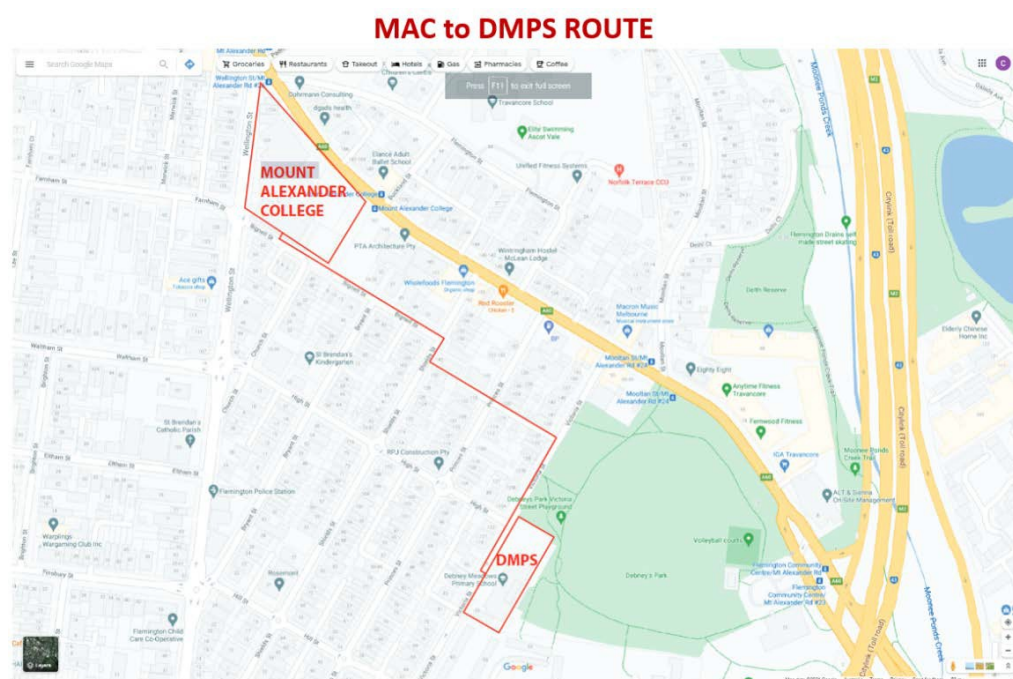
Students remaining at the Debney Meadows Senior Campus at recess and lunchtime must remain on the first floor and can occupy the 6 designated classrooms and common room.

A teacher will be responsible for the supervision of students. They will also be supported by an Education Support Person who will have first aid training. The ES staff member will be located in the common room where they will be accessible to all Senior Students.

### Debney Meadows – Senior Campus Site Map:







### Classroom Supervision

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 Heads of House 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

### Digital devices and virtual classroom

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

Mount Alexander 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 Resource Centre and Deebey Meadows Common Room.

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

- student attendance will be monitored every period by the classroom teacher

- 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

Independent Study Periods will be formally scheduled on the student's timetable and visible on Compass. Teacher and or ES supervision and support will be provided, and attendance will be recorded by the supervising teacher. Students will not be permitted to leave school grounds during these sessions.

#### 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:

- 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
- Made available on the website

### **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	June, 2022
Approved by	Principal
Next scheduled review date	June 2024

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