

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Lara Secondary College on 5282 8988.

PURPOSE

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

SCOPE

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

Before and after school

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

Before School: A staff member allocated this duty will patrol the main entrances to the school and another staff member will patrol the Bus stop & Oval entrance. Staff on duty will: ensure behaviour is orderly, respond as appropriate to disorderly behaviour and move students to classes prior to 9.00am

Bus Duty After School:

Two staff members will be allocated to this duty. Staff will keep students off the roadway during this duty and promote orderly boarding of the school busses

Yard duty

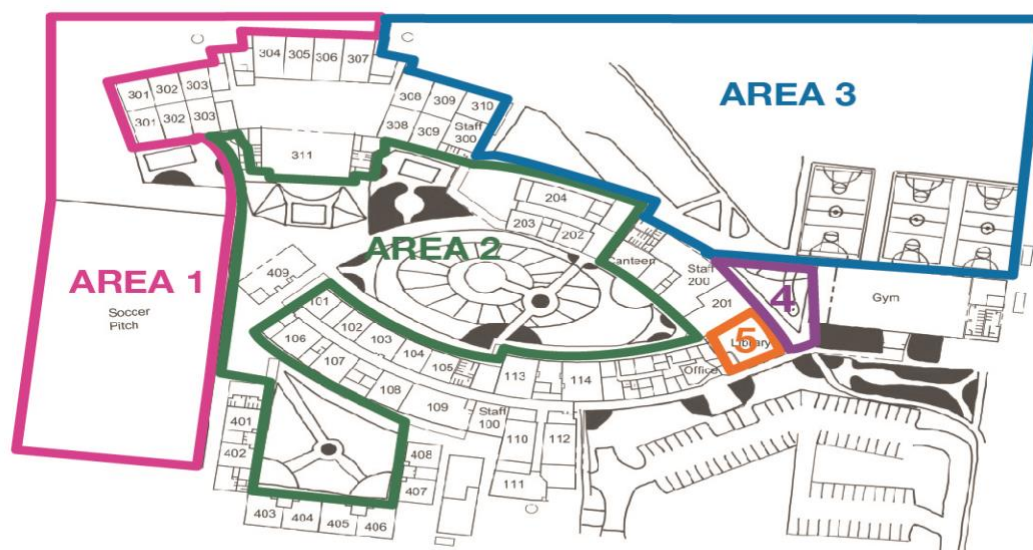
All teaching staff at Lara Secondary College are expected to assist with yard duty supervision and will be included in the roster.

The timetable manager is responsible for preparing and communicating the yard duty roster on a regular basis. At Lara Secondary College, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school are

Area	Area
Area 1	Soccer Pitch and Year 7 Lockers up to room 307
Area 2	400 Courtyard, Central Courtyard, Behind 204 and in front of 311
Area 3	Year 8 Lockers, Primary school boundary, Netball Courts, Oval and Gym
Area 4	Basketball Courts & Student Gate Exit.
Area 5	Library.



Yard duty equipment

School staff must:

School staff must wear a provided safety/ hi-vis vest, and carry a walkie talkie & yard duty folder whilst on yard duty. Safety/hi-vis vests will be stored in staffrooms. Walkie Talkies and Yard duty folders are stored in 200 wing staffroom.

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

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 or until the duty time finishes.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- 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 students remain in their designated year level zones
- 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

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 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 the Daily Organiser] 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 office 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the relevant sub-school 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

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

Lara 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 in the library.

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

- student attendance will be monitored in 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 12 and some Year 11 students will have one study block of three sessions per week. This will be timetabled as a formal 'study hall' where teacher 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. If students are not allocated formal classes in session 1 or 4, they are permitted to arrive at the time their first class commences or leave early, during lunch time.

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.

This policy will be communicated to our school community in the following ways:

- Available on the school website
- 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

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 6 th , 2022
Approved by	Principal
Next scheduled review date	September 6th, 2024

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