

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Reception - 9842 2244.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at East Doncaster 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

East Doncaster Secondary College's grounds are supervised by school staff from 8.45am until 3.25pm. Outside of these hours, school staff will not be available to supervise students. Regular communication will be made from the school to remind parents of the College grounds hours of supervision.

Students who may wish to attend school outside of these hours are encouraged to login in through the Compass Kiosk. Students attending extra-curricular activities outside the above hours are to report to the Program Coordinator and their name recorded on the roll.

Yard duty

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

The Leading Teacher for Time Tabling is responsible for preparing and communicating the yard duty roster on a regular basis. The Daily Organiser will communicate any changes to the roster due to staff absence or unavailability. At East Doncaster Secondary College, school staff will be designated a

specific yard duty area to supervise. A search on Compass, by area, will list who is on duty (or the replacement) on any given day.

Yard duty zones

Students are not permitted to be inside the 500 open spaces unless an extreme weather day has been announced by the office, and 300 and 400 block open spaces are for quiet study during **lunch 2 only**. The designated yard duty areas for our school from Term 1, 2022 are (see map following instructions):

Area 1 (Orange) George St: Supervision area includes north side of the 200 block, Administration and 100 blocks. Be alert for students involved in kicking ball games (danger of window breakage) or large groups congregating (seek support when necessary). Students are not to sit on the steps leading to Admin or along the 100 block (north facing) path. Admin carpark is out of bounds to students.

Area 2 (Yellow) Upper Courtyard: Supervision area includes upper courtyard, Year 10 locker bays and toilets, in front of the 200 and 300 blocks and the corridor between Admin and 200 block. Be alert for students involved in kicking ball games (danger of window breakage) or large groups congregating (seek support when necessary).

Area 3 (Blue) Middle Courtyard: Supervision area includes middle courtyard, 100 Block, Administration Block, north side of the 400 Block, front of Library and east facing year 9 toilets and locker area. Be alert for students involved in kicking ball games (danger of window breakage) or large groups congregating (seek support when necessary).

300 open area- Supervision of the 300 block open area. Students are permitted to use the 300 open area for private study from the start of lunch 2. No food or drink is permitted.

Wellbeing hub- Supervision of the Wellbeing hub , year 8 and 9 lockers and year 8 toilets. Be alert for students involved in kicking ball games (danger of window breakage) or large groups congregating (seek support when necessary).

Area 4 (Green) 400 Block and parts of 500 Block: Supervision includes the south side of the 400 block, portables 501-506 and portables 522-533. Be alert for students involved in kicking ball games (danger of window or garden damage) or large groups congregating (seek support when necessary).

400 open area- Supervision of the 400 block open area. Students are permitted to use the 400 open area for private study from the start of lunch 2. No food or drink is permitted.

Area 5 (Purple) Lower Courtyard and parts of 500 block: Supervision includes lower courtyard, surrounds of the PAC, portables 508 to 520 and 601 to 604 inclusively. Check PAC doors and clear students from the west and north sides of the PAC. Monitor locker bays and toilets. Be alert for students involved in kicking ball games (danger of window breakage) or large groups congregating (seek support when necessary). Students are not permitted in the 500 block classroom unless an extreme weather day has been announced.

Area 6 (Teal): Supervision includes all tennis courts, undercover basketball courts, carpark south of the 300 block and the stadium carpark. Be alert for students involved in ball games or large groups congregating (seek support when necessary). The south end of the sports centre is out of bounds to students.

Canteen (Blue): Supervision includes canteen, canteen courtyard and breezeway between 300 block and the canteen. Make sure there is an orderly queue in outside the canteen door. Students to be admitted 5 or 6 at a time. Do not allow students to stay in canteen to eat. Monitor Year 11 toilets and locker bays. Discourage loiterers and anti-social behaviour.

Senior School (pink): John Landy Centre (JLC), including inside open areas and corridor between canteen and 400 Block. Be alert for students involved in ball games or large groups congregating (seek support when necessary).

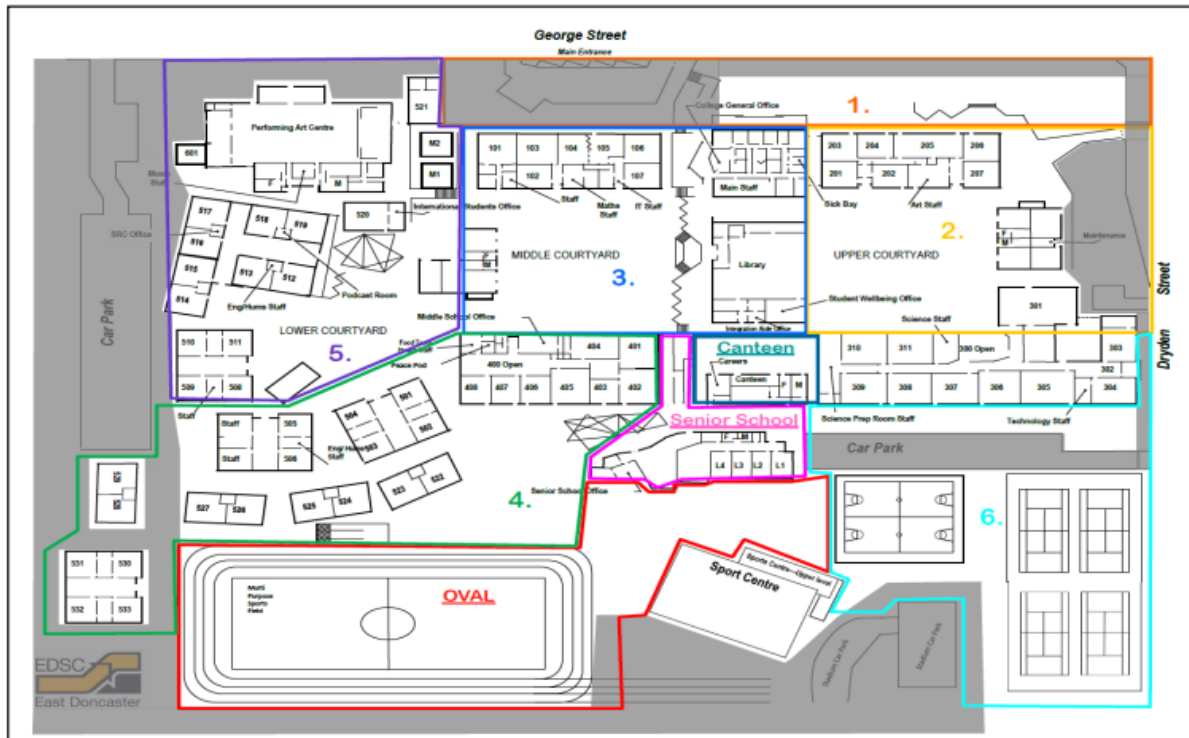
Oval (Red): Supervision includes the large grass sloped area down to the oval, and the artificial turf oval. As the area is generally used for active recreation be alert for safe practices by students, especially with ball games. No food to be taken onto the artificial turf area.

4. After school: Monitor lockers, toilets. Provide active supervision to the front of school (George St.) and in the stadium carpark pick up zone. Be alert for bike riders or students on scooters.

5. Common Rooms: Year 12 –The John Landy Centre; Year 10 & 11 – 300s Open Area; Years 7 to 9 – 400 & 500 Open Areas

6. Toilets:

- Years 7 students may use the Toilets in the 400 Block and the Lower Courtyard
- Year 8 and 9 students may use the toilets in the Lower Courtyard
- Year 10 students may use the Toilets in the Upper Courtyard
- Year 11 students may use the Toilets in the Canteen Courtyard
- Year 12 students may use the Toilets in The John Landy Centre



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are given to each staff member at the commencement of employment. A replacement can be ordered through the general office.

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 ensuring active supervision of all students and be within line of sight to at least one yard duty teacher at a time.
- Large supervision areas (area 4,5,6 and oval) will require the staff member to move from one area of the zone to another. Staff should move in a clockwise direction ensuring that they have line of sight for the majority of the zone throughout the duration of the supervision period.
- 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 zone 5 is free of senior school students. This zone is for the exclusive use of Middle school students. Seek assistance from Year Level Coordinators if senior students refuse to leave the area.
- 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 using Compass chronicle (for information to Year Level Coordinators) or eduSafe (for OHS related matters)
- Ask students to keep the yard clean and direct students to pick up rubbish around them and place it in the nearby bins.
- Ensure that students do not leave the school grounds without signing out via the Compass kiosk. Year 11 and 12 students who have private study after lunch may leave school to go home for the day. They cannot leave for lunch and return to study. Students leaving will most likely have their bag with them.
- Ensure students do not receive lunch deliveries (Uber Eats etc.). Call for coordination team for support if needed and chronicle students involved.
- Indoor spaces- Staff will be assigned to the 300 and 400 block open areas during Lunch session 2. These spaces are available for students undertaking quiet study only. No food or drink is permitted inside these areas. However, a small number of middle school students are permitted in the 400 open space as directed by the Middle school coordinators as part of a "Student Support Plan". Please check the Compass pinned chronicle or speak with the Year Level Coordinators about these students if on duty in the 400 open space.
- The 500 classroom areas are out-of-bounds during recess and lunch (apart from designated extreme weather days).
- Small ball games (down ball/4-square) are permitted, students cannot kick soccer or footballs in the courtyards.
- There are two outdoor table tennis tables. Senior school students can play in the JLC courtyard and Middle school students in the lower courtyard. Equipment is available at the respective sub-school offices.

- Some yard duty areas are permanently supervised by in-lieu, cover or CRT staff. This will appear on staff Compass schedule and is arranged by the Daily Organiser
- Extreme weather- when this is announced by the office (lunch only, recess rarely**) yard duty arrangements are changed altered (staff should refer to the staff handbook for more details).

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 or 3 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 ask another staff member to contact the Daily Organiser 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.

Out of bounds areas (refer staff handbook)

Students who are found in an out-of-bounds area should be directed back to an appropriate space. Staff must make a note on the Compass chronicle when students are found in out of bounds areas.

Classroom

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

If a student needs to leave the classroom, an explanatory note written by the teacher must be entered in their Student Planner.

If a student is required to leave the classroom for disciplinary reasons, a responsible student must go to the office to seek support. A Year Level Coordinator or Assistant Principal will come to the classroom (refer Student Engagement Policy).

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the Daily Organiser or, if unavailable, 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

East Doncaster 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 College library, John Landy Centre or 400 open area by appropriate staff.

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

- student attendance will be monitored using the Compass roll marking system
- 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 students only will have one block of three private study sessions per week (two double period and one single period). This will be timetabled as “private study” to take place predominately in the John Landy Centre but on occasion in the library or 400 open areas. Students will receive passive supervision via Year Level Coordinators or in the case of the library, the Head Librarian will provide support or seek additional support as required.

Students in year 11 or 12 who have written consent from their parent/guardian are permitted to sign out at the Compass Kiosk to go home from the beginning of lunch if they do not have timetabled classes during period 5/6.

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.

Library

The East Doncaster Secondary College library is used by students before school from 8.30am until the locker bell, during recess and at lunchtime. It is supervised by the Head Librarian who is supported by the library technicians. They will contact Principal Class members or Year Level Coordinators if additional support if additional supervision support is required.

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
- On the school website
- Included in our staff handbook
- Made available in hard copy from the 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	June 2022
Consultation	School Council – 22 June 2022 School Community – 24 June 2022 newsletter and website
Approved by	John Roberts, 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 East Doncaster Secondary College’s yard duty and supervision arrangements.