



Yard Duty and Supervision POLICY

Section – Safety Policy No – SAF0013

PURPOSE

The purpose of this policy is to explain to staff Chaffey Secondary 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 Chaffey Secondary 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

Chaffey Secondary College's grounds are supervised by school staff from 8:40 until 3:25. Outside of these hours, school staff will not be available to supervise students. Before and after school, school staff will be supervising the locker bays and the front of the school.

Students who may wish to attend school outside of these hours before school are encouraged to enter the college grounds and wait in the hub and canteen areas.

Yard duty

All staff at Chaffey Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster. Yard duty is a key time to build relationships with students to support your work in the classroom. The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Chaffey Secondary College, school staff will be designated a

specific yard duty area to supervise. During yard duty, supervised teachers should be guided by the following:

1. Methodically move around the designated zone constantly. Ensure that all areas are within line of sight to at least one yard duty teacher at a time. Talk with at least 20 students.
2. Be alert and vigilant
3. Wear a Hi Vis vest
4. Be Sun Smart
5. Be on time
6. Check out of bounds areas and all gates locked.
7. Take your phone for emergencies only, in pocket – not visible.
8. Intervene in potentially dangerous behaviour as observed in the yard
9. Enforce behaviour standards and implement logical consequences from breeches of safety rules. Warn → Move → Remove
10. Ensure that students who require first aid assistance receive it as soon as possible
11. Document any incidents or near misses as appropriate using Compass.

The designated yard duty areas for our school as at Term 2, week 8, 2020 are:

Canteen Deck

- Check Toilets
- Assist Canteen Staff
- Stop students running inside
- Check year 7 area
- Check Year 7 locker bay and move students on
- Stop students running on deck
- Check end of wings for students out of bounds
- Lock vehicle gate behind E wing

Student Common Area

- Check locker bays and move students out
- Check Gym Gate is locked at start
- Check top basketball courts
- Check area between Arts and E wing

Fitness Oval

- Move students away from fences
- No Ball Games
- Move Students away from Staff areas
- Move students out of gardens

Farm Oval

- Ensure no students at farm
- No sitting on ovals area
- Ball Games only
- No tackling games
- Check back of ovals for students
- Check vehicle gate near farm is locked

Music Oval

- Ensure no students beyond fire hydrant, Music room, and F wing
- No sitting on ovals or in the back corner

- No sitting on verandah of music room
- Check trees and tennis court

Gym

- Check Toilet area
- Remove students from foyer (out of bounds unless for drinks)
- Ball / Active Games only
- No tackling games
- Help distribute and collect equipment – mutual exchange student ID
- Keep students out of storerooms

Library

- Ensure internal doors in E wing are locked from hub end to library.
- Go to library start of lunch
- Help Librarian in settling and supervising students
- Support students completing work
- Support students completing work
- Support Librarian and help move students on to class as bell goes.

Locker Bays

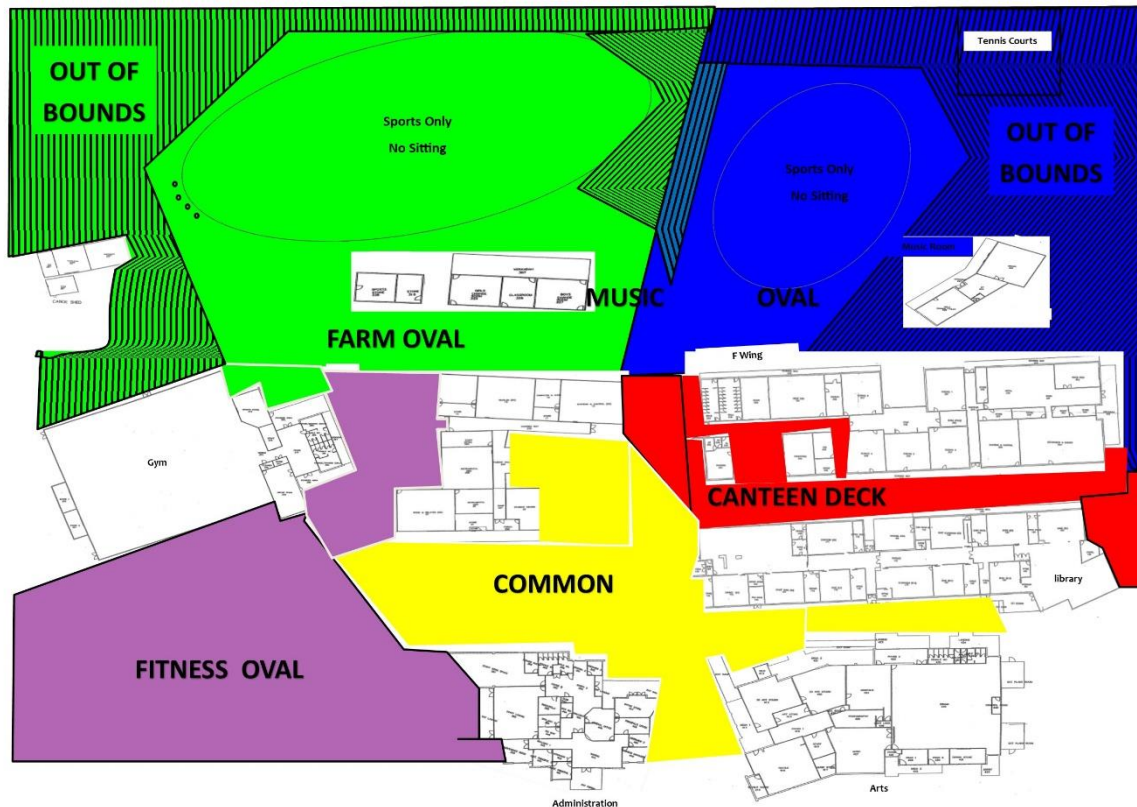
- Students should not be socialising in locker bays
- Move students on who are loitering in or around the locker bays
- Locker shed teacher needs to monitor the 3 bays, constantly moving between them
- Ensure bins are used for rubbish
- Move students on to class or the nearest exit

Front of School

- Patrol the area between the pedestrian gate and the vehicle gate
- Move students away from the carpark area
- Students need to be moved on away from the front of school except students waiting to be picked up
- Be mindful on the public and pedestrian traffic, move students away from footpaths

Shop

- Walk with the flow to the shop area
- Check both Subway and Coral Sea for student not meeting expectations
- Check the back of the shops and walk around them
- Check church grounds once for smokers?
- Move students away from the driveway area
- Stop ball games in the shop area



School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be given to each staff member and become their individual responsibility for storage.

If the supervising teacher is unable to conduct yard duty at the designated time, they should contact the Daily Organise 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 Front office but should not leave the designated area until the relieving teacher has arrived in the designated area.

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.

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 a colleague from a nearby office for assistance. Trello notification could be used to seek 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.

Further Information and Resources

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

COMMUNICATION

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

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

This Policy will be reviewed in line with DET Guidelines and VRQA school registration requirements.

Date Implemented	June 2020
Author	Jeff Topp
Approved By	School Council November 2021
Responsible for Review	Principal
Review Date	November 2021
Review Cycle	1 year
References	<ul style="list-style-type: none">• School Policy and Advisory Guide:<ul style="list-style-type: none">○ Supervision○ Duty of Care○ Child Safe Standards○ Visitors in Schools