

Tallangatta Secondary College Policy Manual	Yard Duty and Supervision Policy	School Council Meeting: MARCH 2018
Information: 60715000 Manager: Assistant Principal	Related Policies: Child Safe Environment Policy Student Engagement Policy Staff Code of Practice Policy	Reviewed: Each year

PURPOSE

The purpose of this policy is to explain to staff Tallangatta 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 is 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 Tallangatta 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.

The school will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff.

The principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

This duty extends to intervention in single-sex areas if need be by a teacher of the other gender. Additional care needs to be taken for younger students and students with disabilities

POLICY

Before and after school

The school will provide staff supervision for students arriving before school between 8.35am and 9.00am.

The school will provide staff supervision for students after school between 3.20pm and 3.45pm.

This information is provided to parents/guardians on a regular basis via the school newsletter. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods

Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the principal or their nominee.

. Outside of these hours, school staff will not be available to supervise students.

Students who may wish to attend school outside of these hours are encouraged to seek supervision from a teacher at an agreed location. Eg. Library, SSC

Yard duty

A roster system will be used to timetable staff members for yard supervision.

Yard supervision will include before school, recess and lunch breaks, and after school.

In determining whether supervision of students entering or exiting the school is adequate, the principal or their nominee will consider a number of factors including:

-) which entry/exit points should be or are used by students
-) whether any entry or exit points should be locked, designated as out of bounds, or supervised
-) road traffic conditions
-) designated pick up and drop off areas

The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the principal who will consider the following:

-) the number of students alighting from and boarding the bus at the school
-) the age of students alighting from or boarding the bus
-) the times of the arrival and departure of the bus(es)
-) the location of the pick-up and drop-off points in relation to the other areas of the school
-) whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus

The supervision of the arrival and departure of any students on public transport is a matter for the discretion of the principal who will consider whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus.

Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period. Parents will also be informed via the school's newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.

The school must receive written permission from a parent/carer before the school will authorise a student to be dismissed to:

-) go home for lunch
-) to attend an appointment during school hour

They are required to report to the office and inform the staff that they are leaving.

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early.

Note: When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

All students who leave the school during the school day must have written or phone contact from their parents or guardian.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. School staff will be designated areas and times for yard duties.

The designated yard duty areas for our school are:

Area	Area
Area 1	Front of the school
Area 2	Back of the school
Area 3	Science, PAC, Ovals
Area 4	Orimdale (to be supervised by PE teacher only)

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should call the office to arrange a replacement 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.

Each teacher must complete and send a copy of their classroom engagement plan to the assistant principal at the beginning of each school year (or at the earliest convenient start time). Please see the Classroom Engagement Template for further details.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact a Year Level Coordinator 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. 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:
 - o [Supervision](#)
 - o [Duty of Care](#)
 - o [Child Safe Standards](#)
 - o [Visitors in Schools](#)

REVIEW CYCLE

This policy will be reviewed each year.

This policy will also be updated if significant changes are made to school grounds that require a revision of the Yard Duty and Supervision Policy.