

 <p>Policy Manual</p>	<p><b>Yard Duty and Supervision Policy</b></p>	<p>Principal Richelle Moyle</p>
<p>Information: 60715000 Manager: Principal</p>	<p>Related Policies: Child Safe Environment Policy Student Welfare and Engagement Policy Staff Code of Practice Policy</p>	<p>Reviewed: Each year</p>

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Tallangatta 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.

## Before and after school

Tallangatta Secondary College's grounds are supervised by staff before school from 8.35am and 9.00am and after school between 3.20pm and 3.40pm. Areas supervised before school are the locker bay and bus area, as well as the main building. After school, school staff will supervise the locker bays and bus area. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through weekly via the school newsletter that they should not allow their children to attend Tallangatta Secondary College outside of these hours. Students who may wish to attend school outside of these hours are encouraged to seek supervision from a teacher at an agreed location such as the library or SSC.

## Yard duty

At Tallangatta Secondary College, school staff will be designated a specific yard duty area and times to supervise within a weekly roster.

The Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

## Yard duty Areas

The designated yard duty areas for our school as at Term 3, 2021) are:

Area 1	Front of main building
Area 2	Back of main building
Area 3	Ormidale, community netball courts and oval
Area 4	Library
Area 5 (Lunch session 1 only)	Café and corridor of main building



**Wet Weather Yard Duty Areas Recess**

Area 1	Front of main building
Area 2	Back of main building
Roaming	Corridor of main building, Room 5, 6 and café.

**Wet Weather Yard Duty Areas Lunch**

Area 1	Front and back of main building
Area 2	Corridor of main building, Room 5, 6 and café.
Area 3	Ormidale
Area 4	Library
Area 5 (session 1 only)	Corridor of main building, Room 5, 6 and café.



## Yard duty equipment and responsibilities

During yard duty, supervising school staff must:

- Active supervision - be alert, vigilant and model REAL values
- Wear a Hi Vis vest
- Methodically move around the designated zone
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard and record on Compass.
- Wear a SunSmart hat during term 1 and 4
- Direct students to pick up rubbish
- Carry a phone for emergencies
- Ensure that a brief but adequate verbal 'handover' occurs where a changeover of staff occurs.

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 office, 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.

In order to enable effective supervision and provide for the safety and welfare of all students, students are to remain within established boundaries. In summary the boundary excludes areas beyond the Hockey fields, within the car park, and the areas behind the D & C wing /buildings PAC and Ormidale.

### **Before School (25 minutes)**

- Duty commences at 8:35am and continues until 9:00am. A summary of the information shared during briefing is provided in the briefing diary in the staffroom and should be read on return from duty.
- Initial supervision should be in the bus area (until 8:45am), then the first named staff member completes general student supervision of the locker area and behind the main building. The second named staff member completes supervision front of the main building.
- During wet weather, the second named staff member clears corridor, opens and supervises Room 5, 6 and café.
- After the first bell (8:55am) both teachers supervise movement of students to and from locker area to REAL homegroup.
- Where possible, staff without a REAL homegroup will be rostered before school to ensure locker area remains supervised before REAL homegroup begins.

### **Recess (20 minutes)**

- Area 1, 2 and roaming.
- At the beginning of recess, roaming teacher must supervise the café and clear the corridors
- During wet weather, roaming teacher clears corridor, opens and supervises Room 5, 6 and cafe. Area 1 and 2 teacher remains outside.
- Duty commences at 10.30am and continues until 10.50am for Recess 1 and 1.55pm to 2.15pm for Recess 2.
- Teachers to check toilets where and when appropriate.

### **Lunch (27minutes)**

- There are two sessions 11.55 – 12.22pm and 12.22 – 12.50pm.
- Session 1 staff must remain in the designated area until they are replaced by the session 2 staff member.
- There are five areas – Front of main building; Back of main building; Library; Café; Ormidale.
- Café is only supervised during session 1 (11.55 – 12.22pm)
- At the beginning of lunch, Area 2 teacher must supervise the locker area.
- At the end of lunch, Area 2 teacher must supervise the locker area.
- Supervision of the café includes clearing of the corridor.
- During wet weather, Area 2 teacher clears corridor, opens and supervises Room 5, 6 and café. Area 1 teacher remains outside
- Teachers to check toilets where and when appropriate.

### **After school (20 minutes)**

- Engagement leaders complete the afternoon bus duty as part of their role and includes the locking of the locker bay gates.
- Duty commences at 3.20pm and continues until 3.40pm

## Classroom

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

Where it is necessary to exit a student from a class, teachers must inform the relevant Engagement leader or VCE teacher in which the student is being exited to.

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 front office 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.

## Digital devices and virtual classroom

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

Tallangatta 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 library, designated break out space or SSC.

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

- student attendance will be monitored through REAL homegroup each morning
- any wellbeing or safety concerns for the student will be managed in accordance with our Student Wellbeing and Engagement Policy.

## Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Assistant Principal 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

Later Years Students who are not undertaking a full learning load (five subjects) are required to attend the SSC or Library for independent study. 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

- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Made available in hard copy from the front office upon request.

Information for parents and students on supervision before and after school is available on our school website and weekly 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	July 2021
Approved by	Principal
Next scheduled review date	July 2022