

Yard Duty and Supervision Policy

Carrum Downs Secondary College is committed to providing a safe environment for all students and staff. The provision of supervised yard duty forms an integral part of our duty of care to students.

Purpose

The purpose of this policy is to explain to all staff Carrum Downs Secondary College's yard duty procedures and expectations for the appropriate supervision of 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.

The objective of this policy is to provide a framework for the provision of adequate and appropriate supervision of students so that they are, as far as can be reasonably expected, protected from harm and injury. It is also to ensure that all 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 Carrum Downs 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

Carrum Downs Secondary College's grounds are supervised by school staff from 8.50am until 3.10pm. Outside of these times, school staff will not be available to supervise students.

At Carrum Downs Secondary College before and after school staff will supervise the Bike Shed and Science Gate on Brunnings Road from 8.35am-8.50am and from 3.10pm-3.20pm.

Students who may wish to attend school outside of these hours are encouraged to contact the college office who will refer them to their relevant House leadership team.

Yard Duty

All staff at Carrum Downs Secondary College are expected to assist with yard duty supervision and will be included in the weekly and fortnightly roster. The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis.

At Carrum Downs Secondary College school staff will be designated a specific yard duty area to supervise.

Designated yard duty areas:

Bike Shed-before and after school
Science Gate-before and after school
Amphitheatre
Basketball and Oval
Canteen
Library
Science and Technology

- Log any incidents or near misses as appropriate on Compass
- Ensuring students on the oval are playing sports not sitting around on the oval
- Ensuring all areas except for the oval, basketball courts and tennis courts are ball free areas
- Have positive interactions with students and acknowledging appropriate student behaviours as well as consistent and quick correction of poor behaviour together with consequences
- Ensure students in the yard at recess and lunchtime do not have school bags with them
- Remain calm, controlled and respectful when interacting with students, recording and informing students House of inappropriate behaviour
- Checking that students are playing and socialising in areas of the school that are not out-of-bounds, ensuring students are using equipment in the correct manner, keeping grounds tidy and litter free and scanning for uninvited or unauthorised visitors
- Either approach intruders or unknown people in the yard or contact the office to seek assistance depending on the nature of the intrusion
- Deal with matters such as queries, minor accidents, incidents and disputes
- Serious accidents, injuries, disputes and intruder issues should be reported to general office and House Office who will contact a principal class officer or school leader
- Ensure that all students have left the yard before completing their duty

Supervision duties of staff may differ on extreme weather days or during extreme weather events at the discretion of the Principal. Staff are recommended to use hats and sun block for periods of hot weather, usually term 1 and 4

Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or as directed by the Principal.

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 teacher is unable to conduct yard duty at the designated time, they should contact the Daily Organiser or Principal class member 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 Daily Organiser or Principal class member 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.

Please Note:

In the event of a whole school lockdown occurring during recess or lunchtime Yard Duty staff will direct students to the nearest allocated building as outlined in our emergency management plan. Staff must ensure that all students have moved from their yard duty area into the nearest allocated building before moving to the nearest building themselves.

In the event of an evacuation yard duty staff must direct all students in their area to our allocated evacuation point which is our school oval before making their way to this area to undertake their allocated evacuation responsibility.

Classroom:

The classroom teacher is responsible for the supervision of all students in their care during class time. If a student is asked to leave the classroom please refer to our college Student Engagement Policy and guidelines for undertaking this process.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the House office or the 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. 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](#)

Review Cycle:

This policy was last updated on 1/2/2019 and is scheduled for review on 1/2/2020. This policy will also be updated if significant changes are made to school grounds that require a revision of Carrum Downs Secondary College Yard Duty and Supervision Policy.

Related policies: School Policy Advisory Guide – <http://www.education.vic.gov.au>