

# Alkira Secondary College

## YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand this policy, please contact the school directly

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Alkira 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**

Alkira Secondary College's grounds are supervised by school staff from 25 minutes prior to the first bell of the day, until 25 minutes after the last bell of the day. Outside of these hours, school staff will not be available to actively supervise students (but staff will still be present on site).

Certain areas of the College are supervised before and afterschool as part of the College's Yard Duty staffing area roster.

Students who wish to attend school outside of these hours are encouraged to use the college external facilities and/or use designated study/waiting areas until they leave. Parents are aware that they are responsible for coordinating the drop off and collection of their child(s) and also their whereabouts outside the College school supervision hours.

## Yard Duty

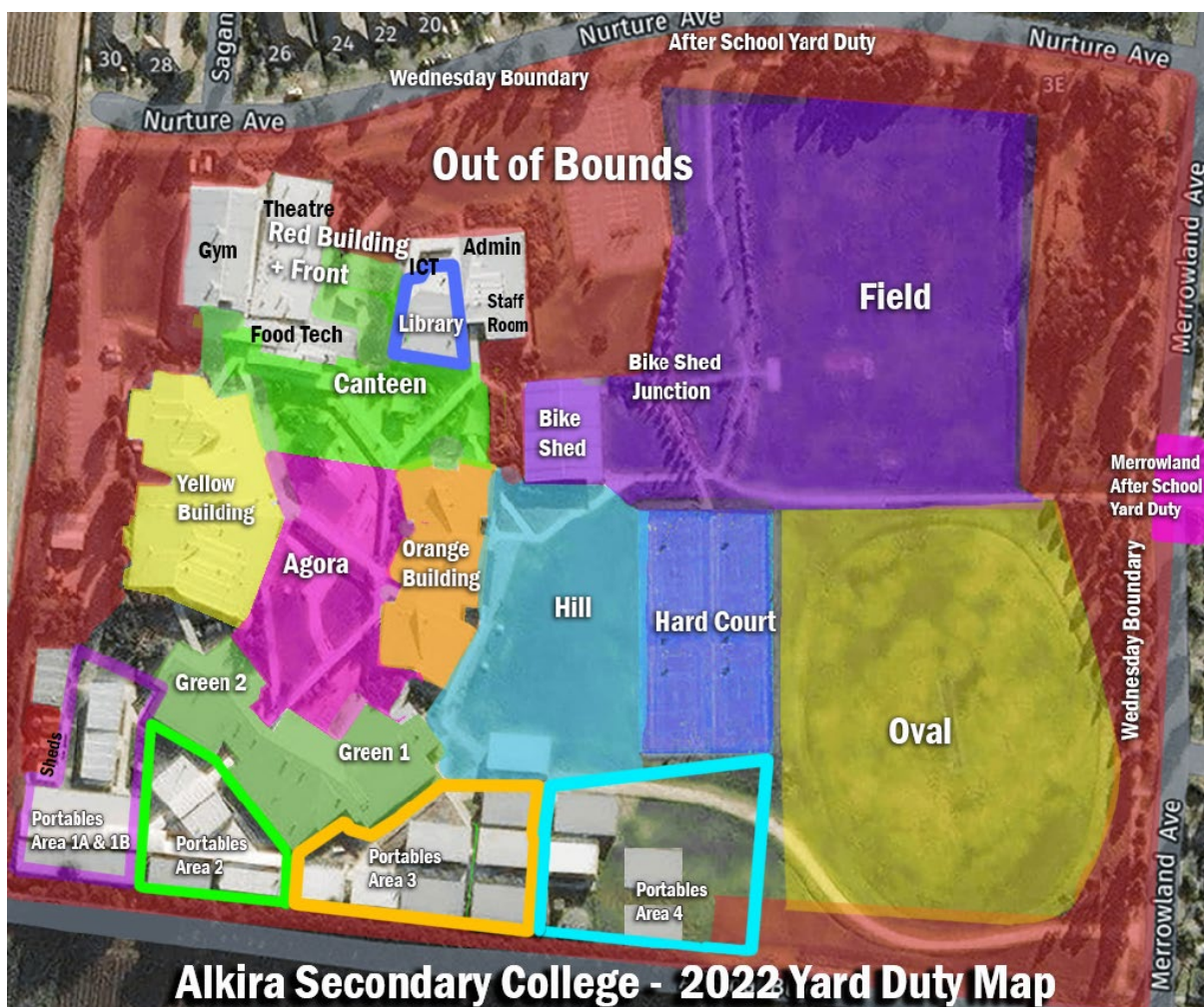
All staff at Alkira Secondary College are expected to assist with yard duty supervision and will be included in the roster.

The Principal or their delegate is responsible for preparing and communicating the yard duty roster on a regular basis. At Alkira Secondary College there are yard duty zones that support the positive interaction of the school community. Zones are updated each year for staff and are communicated to all staff at the start of each year as part of the College's induction program. If any changes are made throughout the year this is also communicated to staff in person (as part of a staff briefing) and also via email.

## Yard Duty Zones

Designated yard duty areas for our school are updated regularly and are adapted to suit required supervision areas based on high flow points and numbers of students. They may also change at times due to the College's decision to focus on any issues that may arise. At all times staff are communicated about the zones and a map like the one below is distributed annually and with an update.

Note : the map below is one for Semester 2, 2022 and may change for the preceding year.



## **Yard duty equipment**

Staff who are rostered for yard duty must remain in the designated area wearing a staff supplied hi-visibility vest.

## **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, if this is applicable to that duty area/duty.

During yard duty, supervising school staff must:

- methodically move around the designated zone
- 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)
- be alert and vigilant
- be required to attend their allotted yard duty promptly as this takes precedence over other tasks
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- be required to ask any visitor to sign in at the office – directing them
- if concerned about a person on school grounds (intruder) staff are requested to phone the office for assistance from a member of the Principal Team or a Leading Teacher
- enforce the College expectation that during Terms one and four students MUST wear a hat on hardcourts, hill, oval & field
- 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 – the maybe via Compass or in follow-up with the College OHS representatives

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 staff member is unable to conduct yard duty at the designated time, it is up to them to contact a colleague and/or the College 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 and request to speak either with a member of the Principal Team and/or the College 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 contact the office and request to speak either with a member of the Principal Team and/or the College Daily Organiser, but should 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, lunchtime or before and after school duties.

### **Wet Day Information**

A wet day recess or lunch is called by a member of the Principal class due to inclement weather. This announcement will be made prior to the end of session to notify staff and students of the changed recess or lunch arrangements. Students can elect to remain outside so long as they are undercover, but they are not allowed on the Hill, Oval or Field areas. Students are aware via regular communication where their Year Level assigned indoors allocated space / area is.

A reminder that students in Yellow, Green and Orange Building should be in classrooms/study area and seated – not moving around.

### **Classroom Teachers**

The classroom teacher is responsible for the supervision of all students in their care during class and should support staff on yard duty by moving students out of the building promptly.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the front office/nearby office or classroom for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving and/or an appropriate alternative takes place which sees the students legally supervised.

All issues of an urgent nature should be drawn to the attention of a Principal class member through contacting the front office on 59913500.

### **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](#).

### **Extreme Weather**

Extreme weather can be defined as:

‘Ongoing day where temperature exceeds over 40+ degrees and or wet weather event with extreme/damaging winds/heavy rain, that has also incurred a weather alert from the Dept and Bureau of Meterology.’

An Extreme Weather Day can only be called a minimum of 18 hours in advance and once called it will be enacted regardless of the conditions the following day (rain/no rain).

The following actions are put into place if the College is to call an Extreme Weather Day TT:

1. College Principal / Principal Team are aware that the following day(s) extreme weather is forecast so the team meet (a least 2 of the Principal Team) to decide.
2. If the decision is made to go ahead with the following day running on an extreme weather day bell times - this will be announced to all students and staff before the final bell. An SMS message is also sent out to parents and a Compass post will be made by a member of the Principal Team.
3. A member of the Principal team that afternoon (eve of Extreme Weather Day TT) inform the local school crossing staff along with notifying the City of Casey.
4. Staff will be informed through email.
5. The College will provide coverage for crossings that are local to the school.

### **Digital devices and virtual classroom**

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

Alkira 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 timetabled rooms/spaces allocated by the Principals nominee(s).

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

- student attendance will be monitored by teachers, homegroup teachers, sub-school leaders and ES staff aligned to this area on a daily basis
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes with reference 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 and some other designated students from other year levels will have a study block and /or some other study arrangement each week. This will be timetabled as a formal 'study/break' where roaming teacher supervision and support will be provided. Students are required to sign in and attendance will be recorded. 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:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Included in a school newsletter throughout the year
- Made available in hard copy from the front office

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent each year as part of the College newsletter/correspondence.

## **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       | 8 <sup>th</sup> September 2022 |
| Approved by                | Principal                      |
| Next scheduled review date | September 2022                 |

*\*\*\*\*\*This policy will also be updated if significant changes are made to school grounds that require a revision of Alkira Secondary College's yard duty and supervision arrangements.*