



YARD DUTY AND SUPERVISION POLICY

PURPOSE

The purpose of this policy is to explain to staff Mount Waverley 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 College 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 Mount Waverley 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

POLICY

Before and after school yard duty:

Mount Waverley Secondary College's grounds are supervised by school staff from 8.25am until 3.20pm, students are supervised as they leave the school groups up until 3.20pm on both campuses. Outside of these hours, school staff will not be available to supervise students. Students who wish to attend school outside these hours will be expected to attend the Resource Centre/ Library which is open until 4 pm each day.

Recess and lunch yard duty:

All staff at Mount Waverley Secondary College are expected to assist with yard duty supervision and will be included in the weekly schedule.

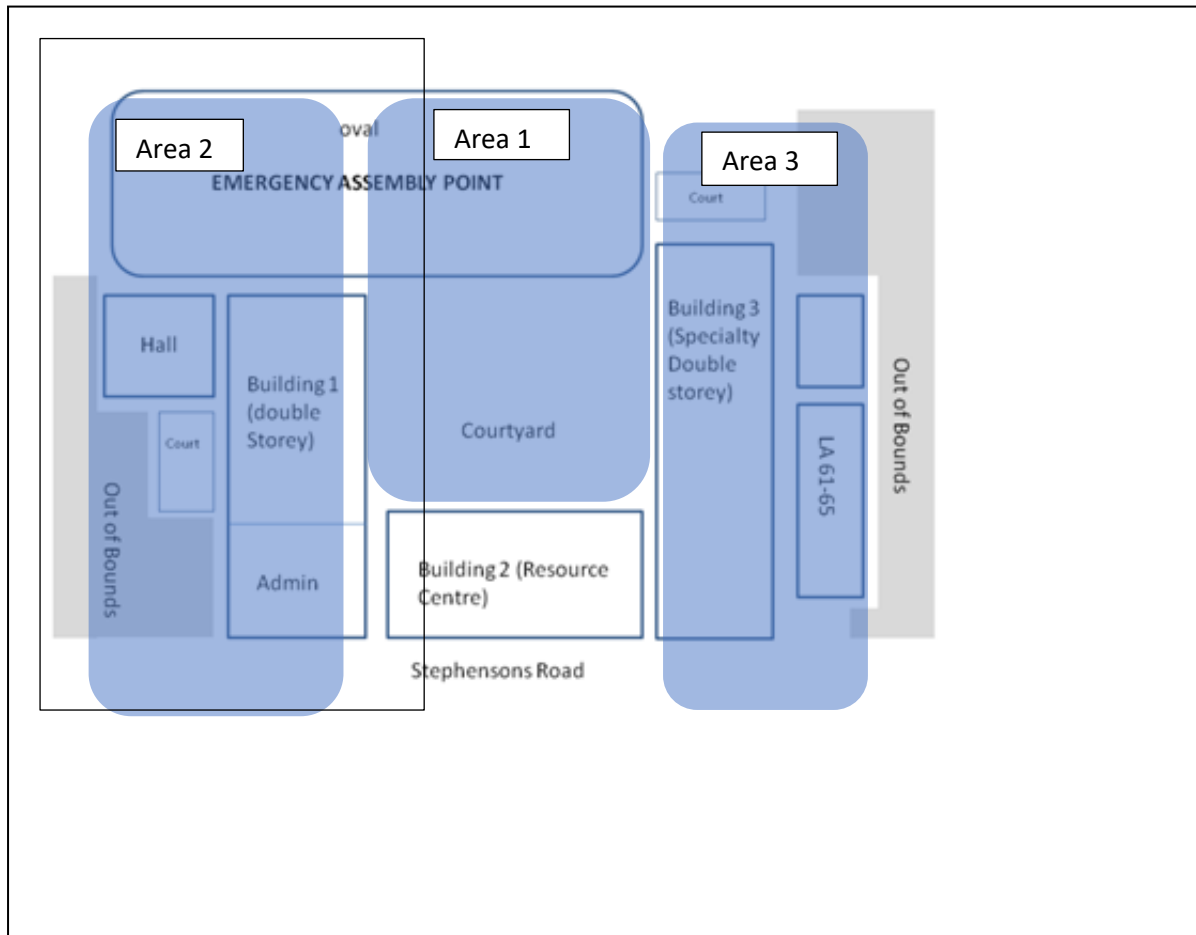
The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Mount Waverley Secondary College staff will be designated a specific area to supervise.



Yard Duty Zones

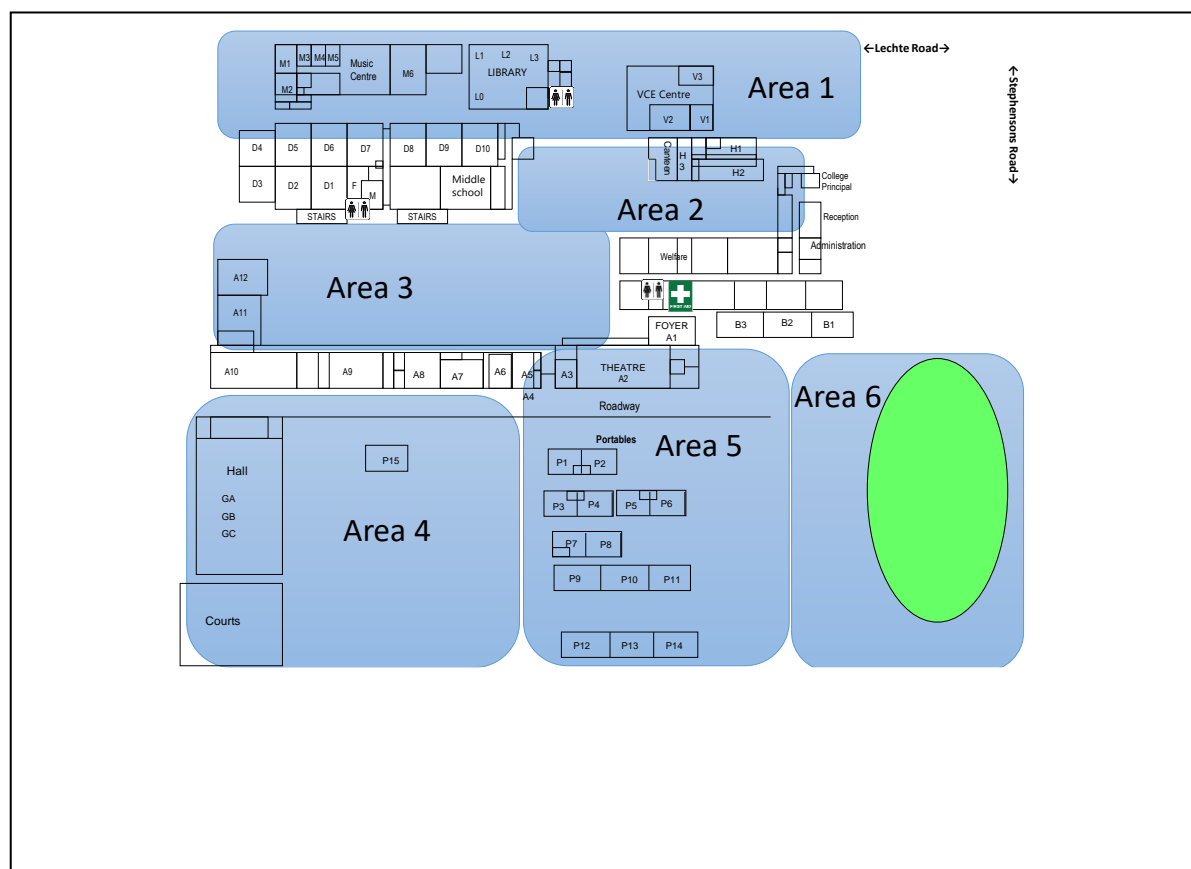
The diagrams below set out the designated yard duty areas of the college.

Junior Campus





Senior Campus



School staff must;

- Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Social Staffroom on each campus and teaching staff have their own vest.
- Carry a mobile phone with them.
- Be familiar with where the First Aid office is.

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.

During yard duty, supervising school staff must:

- Methodically move around the designated zone ensuring active supervision of all students
- be alert and vigilant.
- Where safe to do so, approach any unknown visitor who is observed on the college grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in at the General Office.
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard.
- 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 on Compass.

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 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 Campus Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the next teacher on duty does not arrive for yard duty, the teacher currently on duty should send a message to the office/call a Campus Principal and not leave the designated area until a relieving staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

Classroom Supervision:

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 Sub School 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 College 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 or 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 Excursions Policy.

Digital devices and virtual classroom

Mount Waverley Secondary College follows the Department's *Cybersafety and Responsible Use of Technology Policy* with respect to the supervision of student's digital devices.

Mount Waverley Secondary College will also ensure that appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised by a teacher or the Resource Centre.



Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with a disability or other additional needs. In these cases, the College Principal or relevant Campus Principal and will ensure arrangements are made to roster additional staff as required.

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 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 only will have one study block of five periods per week. This will be timetabled as a formal 'private study' and will take place during the school day in the Resource Centre, study or common room in the Senior School Centre. 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 the staff handbook
- Made available in hard copy form from the school administration upon request
- Included in the staff induction processes
- Information is available for parents and students on supervision before and after school on the college website



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](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2022
Approved by	College Principal
Next scheduled review date	May 2024 - This policy will also be updated if significant changes are made to school grounds that require a revision to Mount Waverley Secondary College's Yard Duty and Supervision Policy.