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## YARD DUTY AND SUPERVISION POLICY

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### Help for non-English speakers

If you need help to understand the information in this policy, please contact North Geelong Secondary College on 03 5240 5800 or [north.geelong.sc@education.vic.gov.au](mailto:north.geelong.sc@education.vic.gov.au).

### PURPOSE

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

### SCOPE

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

College 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

North Geelong Secondary College's grounds are supervised by school staff from 8:45 am. Outside of these hours, school staff will not be available to supervise students.

Breakfast Club will be operating from 7.45am-8.45 am Monday-Friday.

Library will be open from 8.30am-4.30pm.

If a student arrives at college before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts

- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Students who wish to attend school outside of these hours will be expected to sign in and out of the relevant sub school office or front office, attend the library which is open between 8.30 am and 4.30pm hours, and/or report to extra-curricular activities.

### Yard duty

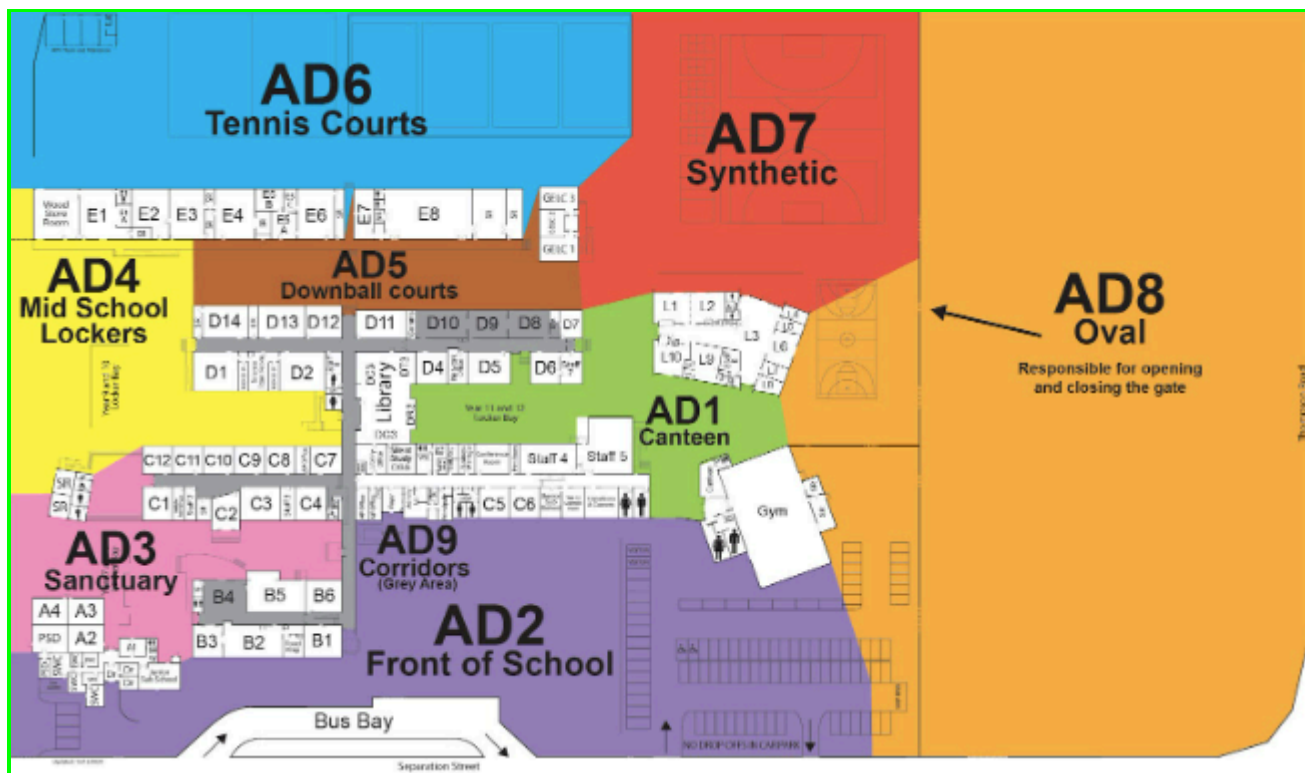
All staff at North Geelong Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal, or alternative nominee e.g. Daily Organiser/Assistant Principal, is responsible for preparing and communicating the yard duty roster on a regular basis. At North Geelong Secondary College, school staff will be designated a specific yard duty area to supervise.

### Yard duty zones

The designated yard duty areas for our school ,as at Term 1, 2024) are

Zone	Area
AD1	Canteen
AD2	Front of School
AD3	Sanctuary
AD4	Middle School Lockers
AD5	Down Ball Courts
AD6	Tennis Courts
AD7	Synthetic Turf
AD8	Oval ( responsible for opening and closing the gate)
AD9	Corridors



### Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored with individual staff
- be familiar with Compass and the staff handbook that outlines student information

- have a communication device

### **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 staff must:

- methodically move around the designated zone ensuring active supervision of all students
- 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
- 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 college's *Student Engagement and Wellbeing* 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), ensure that a brief but adequate verbal 'handover' is given to the next 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, 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 Daily Organiser or Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the administration office and not leave the designated area until a replacement staff member has arrived.

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

### **Classroom**

The classroom teacher is responsible for the supervision of all students in their care during class. If a teacher requires assistance they may send a student to the relevant Sub School or Administration Office with a note or Red Card.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Administration Office or relevant Sub School Office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

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

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

### **Students requiring additional supervision support**

Sometimes students will require additional supervision, such as students with disabilities 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**

Students in the Senior Sub School will have one study block of five sessions per week . This may vary with individual students according to VET and School Based Apprenticeships/Traineeships. This will be timetabled as a formal 'independent study' where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher/staff member. Students will not be permitted to leave school grounds during these sessions.

During Semester 2, Year 12 students are able to arrive later or leave earlier according to their timetables if they return the signed consent form. Once at school they will not be permitted to leave until all classes are finished. Students must have their identification cards, with the Independent Study Period clearly recorded on the back and sign in and out at the Sub School Office. This privilege may be revoked if the student is unable to meet school expectations.

### **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.

### **Library**

The library will be supervised by library staff from 8.30am-4.30pm.

### **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 as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request

### **FURTHER INFORMATION AND RESOURCES**

This policy should be read in conjunction with the following policies on 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	23/02/24
Approved by	Principal
Next scheduled review date	Before 02/26

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