

# YARD DUTY & SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact 8805 6700

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Glen Waverley 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

Glen Waverley Secondary College's grounds are supervised by school staff from 8:00am until 2:45pm. Outside of these hours, school staff will not be available to supervise students, unless they are in a designated co-curricular activity.

Before and after school, school staff will supervise the school crossing entrances to the school. The school library is also supervised from 8:00am each morning and until 3:45pm each school day.

The Senior Centre is also supervised from 8.00am to 4.15am for all Senior Students who wish to access a quiet study space.

Students who wish to attend school outside of these hours will be expected to be supervised by a teacher, and their exact location will be tracked through a Compass Event visible to parents, students and teachers.

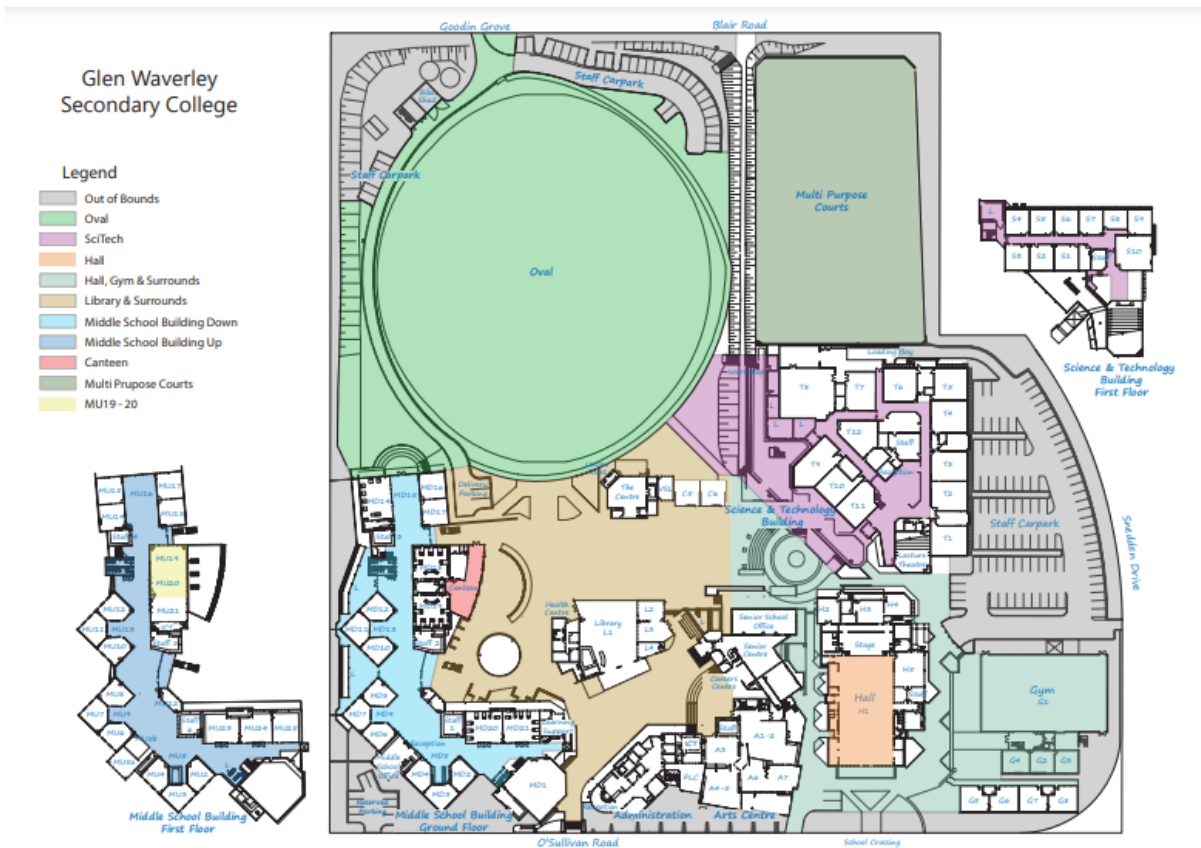
### Yard duty

All teachers at Glen Waverley Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster. Education support staff may also be required to undertake yard duty.

The Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Glen Waverley Secondary College, teachers will be designated a specific yard duty area to supervise

The designated yard duty areas for our school (as at Term 2, 2022) are:

Admin Gate	Patrol Admin gate (Before school only)
Before school	Middle School half of yard / Senior School half of yard
Area 1	Oval
Area 2 (SciTech)	Sci Tech Centre downstairs & upstairs and Sci Tech surrounds (refer to yard duty map)
Area 3	Hall
Area 3A	Hall surrounds, area under Senior Centre and sails, including old canteen, Gym foyer & portables area G5-G7
Area 4	Area around Library encompassing area between canteen and Senior centre and down to Admin gate
Area 5	Middle School Building Upstairs
Area 6	Middle School Building Downstairs
Area 7	Multi Purpose Courts
Canteen/Cafeteria	Canteen/Cafeteria
Crossing lunch	O'Sullivan Road School Crossing (hall end) and portables G5-G8
Crossing O'Sullivan Rd/ <b>hall end</b> (before or after school)	O'Sullivan Road School Crossing (hall end)
Crossing O'Sullivan Rd/ <b>Admin gate</b> (before or after school)	Near admin gate (west end of O' Sullivan Rd)
O'Sullivan Euneva corner (after school)	Stand at Monash car park side corner of Euneva Ave & O'Sullivan Road
Gymnasium	Inside Gymnasium
Hall / Arts Building Gate	Stand at gate between Hall and Arts Building (Before school only)
MU 19-21	MU 19-21 and grandstand area located outside this space



## Yard Duty Equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be allocated to each staff member. Spare vests are stored in the Admin building storeroom, next to the Daily Organiser's office.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

## 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
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have signed in at the front office and have a visitor pass

- 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
- inform the assistant principal or Sub School of any incidents or near misses as appropriate

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 Assistant Principal but should not leave the designated area until the relieving teacher has arrived in the designated area.

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

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

### Classroom

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 relevant Middle School or Senior 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 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

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

Glen Waverley 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 a classroom, library space, or the Senior Centre.

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

- student attendance will be monitored in consultation with the family and educational provider on a week by week basis.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer 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 will have one study block of 5 periods per week. This will be timetabled as a formal 'study period' where teacher supervision will be provided, and attendance will be recorded. Students will not be permitted to leave school grounds during these sessions. Senior students undertaking onsite study periods are required to remain indoors in allocated study space. Year 12 students with a study period during period 1 who have permission from the school and parent to study from home for that period fall under the duty of care of the parent.

#### 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 Staff Handbooks
- Included in the Staff Planner

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent through Compass Newsfeed.

## 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	June 2022
Approved by	College Principal Joanne Wastle
Next scheduled review date	June 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Glen Waverley’s yard duty and supervision arrangements.