



Yard Duty and Supervision Policy

INTRODUCTION

All staff members of Bairnsdale Secondary College are responsible for supporting the safety, participation, wellbeing and empowerment of children. Our College values of 'respect for self' and 'respect for others' provide a strong foundation for this policy.

PURPOSE

The purpose of this policy is to explain to staff Bairnsdale 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.

This policy ensures that 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 Bairnsdale 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

Bairnsdale Secondary College understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

School staff must wear a provided safety/ hi-vis vest while on yard duty. Safety/hi-vis vests are provided to all staff members for use during yard duty.

Before and after school

Bairnsdale Secondary College's grounds are supervised by school staff from 8:15am until 3:50pm. Outside of these hours, school staff will not be available to supervise students. Before and after school, College staff will supervise the Hub areas and bus loop.

Students who may wish to attend school outside of these hours are encouraged to attend the Malgobila LRC which is open between 3:15pm and 5pm on Wednesdays and Thursdays for study sessions. Students on College grounds outside these times will **not** be supervised (unless they attending a supervised extracurricular activity).

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending a pre-arranged supervised activity (for example study sessions, music practice).

Yard duty – teaching staff

Teaching staff at Bairnsdale Secondary College are expected to assist with yard duty supervision and will be included in the yard duty roster. The Principal or nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Bairnsdale Secondary College, school staff will be designated a specific yard duty area and time to supervise. The designated yard duty areas for our school are:

- bus duty
- inside W Building & playground
- inside W Building & playground
- Wargomerrin to canteens
- Butler Oval
- Wallace St Campus
- BARC Support
- lunch activities.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. 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
- 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 (to the relevant Hub, on Compass or to a 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 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 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 Learning Hub 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.

Yard duty – ES staff

Some ES Staff may be required to assist with yard duty for designated periods at lunch times. ES Staff will not replace teachers rostered on Yard Duty. The requirement for yard duty for ES staff will be clearly communicated by the Business Manager. ES Staff will be provided safety/ hi-vis vest to use while on yard duty.

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 closest Learning Hub 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 Teams 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.

Bairnsdale Secondary College has in place a number of internal policies and procedures to respond to specific circumstances and potential risks in schools, including:

- Duty of Care
- Student Wellbeing
- First Aid
- Private Property.

School staff, parents and students are encouraged to contact a Learning Hub or a Principal if they have any concerns about potential risks at our school, or our duty of care obligations.

RELATED DOCUMENTS / KEY REFERENCES

Bairnsdale Secondary College Documents:

- Visitors Policy
- Duty of Care Policy
- Student Wellbeing and Engagement Policy.

Department of Education and Training Documents:

- School Policy and Advisory Guide:
 - Supervision
 - Duty of Care
 - Child Safe Standards
 - Visitors in Schools.

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All College policies are available on Compass: School Documentation	Page 3 of 3