

## INTRODUCTION

All staff members of Bairnsdale Secondary College are responsible for supporting the safety, participation, wellbeing and empowerment of children. Our College values provide a strong foundation for this policy: Respect, Responsibility and Resilience.

## PURPOSE

The purpose of this policy is to explain to staff, the Bairnsdale Secondary College Main Campus 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

This policy applies to all teaching and non-teaching staff at Bairnsdale Secondary College's Main Campus, including education support staff, casual relief teachers and visiting teachers.

## POLICY

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.

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.

Bairnsdale Secondary College strives to create an open and inclusive school community and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools, and other organisations.

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

The Main campus grounds are supervised by school staff from 8:30am until 4:00pm.

Students who may wish to attend school outside of these hours are expected 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 are attending a supervised extracurricular activity).

Students who arrive to school after the first bell should sign in at their Hub. Students who leave during school hours must be collected by a parent/carer who signs them out at the Main Administration Building.

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

The Whole School Organisation Leading Teacher 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 area
- inside W Building & playground
- Wargomerrin to canteens
- Butler Oval
- Wallace St Campus
- BARC Support
- lunch activities.

## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest while on yard duty. Safety/hi-vis vests will be provided to each staff member
- carry the yard duty first aid bag at all times during supervision. Yard duty first aid bags are stored at Learning Hubs.

The yard duty first aid bag must be returned after the period of supervision or handed to the relieving staff member.

## Yard duty responsibilities

Yard 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 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 BSC 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.

Document Name: Yard Duty and Supervision Policy – Main Campus Reviewer: Principal	Review Schedule: every 2 years Date of last review: 18/7/2024	Page 2 of 4 Uncontrolled version when printed
All College policies are available on Compass/School Documentation /College Policies This policy is also available on the College website.		

### **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 with a 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 School Improvement 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 DE's [Excursions Policy](#).

### **Digital devices and virtual classrooms**

Bairnsdale Secondary College follows the DE's [Cybersafety and Responsible Use of Technologies](#) with respect to supervision of students using digital devices. Bairnsdale Secondary College will also ensure appropriate supervision and support of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised.

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

- student attendance will be recorded by the BSC tutor at the beginning of each flexible learning session
- student attendance will be monitored daily by College staff using the usual attendance record
- any wellbeing or safety concerns for students will be managed in accordance with the College's usual processes. Refer to the *BSC Student Wellbeing and Engagement Policy* and the *BSC Child Safety Responding and Reporting Policy (including mandatory reporting) Policy* 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 policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structured Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#).

### **Independent Study**

Year 12 study blocks are timetabled for students who do not have a full allocation of classes. During Study Blocks students are required to work in the Malgobila LRC, which will be supervised, and attendance will be recorded by the Hub. Students will not be permitted to leave school grounds during timetabled study sessions.

### **Supervision of students in emergency operating environments**

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

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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 by:

- Including it in staff induction processes
- discussing it at staff briefings or meetings, as required
- emailing it to parents/carers of students at the start of each school year or on enrolment
- making it available in hard copy from school administration upon request.

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent annually in our school newsletter.

Bairnsdale Secondary College has a number of internal policies and procedures in place to respond to specific circumstances and potential risks in schools, including the Duty of Care Policy, Child Safety Policy and Student Wellbeing and Engagement Policy.

School staff, parents and students are encouraged to contact the College 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:

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

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

This policy will be updated if significant changes are made to school grounds that require a revision of Bairnsdale secondary College's Yard Duty and Supervision Policy – Main Campus.

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