

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 Bairnsdale Secondary College Ngooloo 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 Ngooloo 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.

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:45 am and 3:00 pm at the Ngooloo campus.

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.

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.

Ngooloo Campus

The Ngooloo campus exists in a public space, accessed by many other community groups using the facility. The classrooms dedicated to Ngooloo are for the sole use of Ngooloo staff and students during school hours in term time.

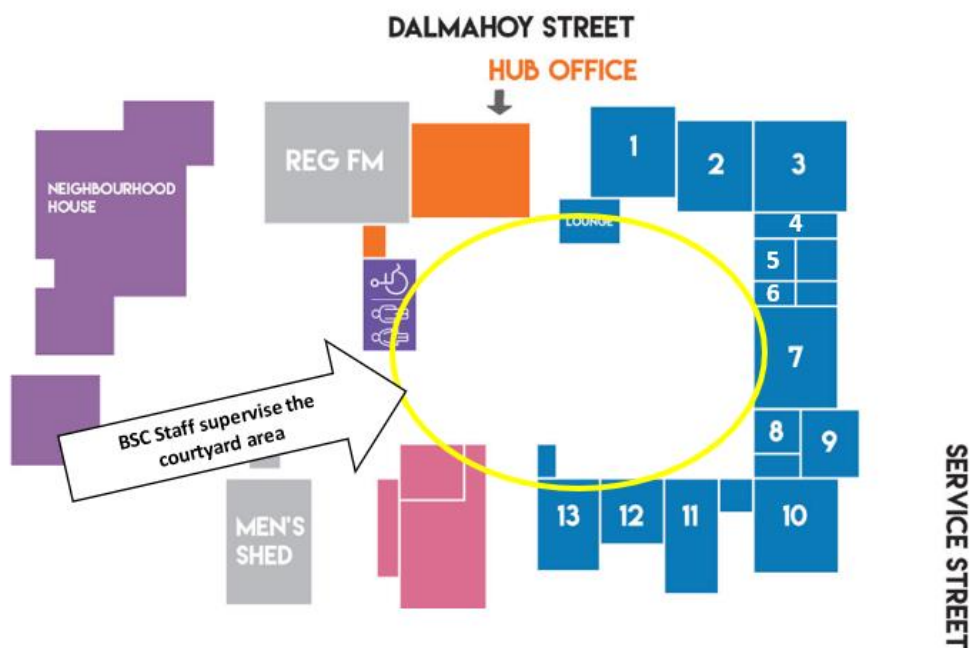
Before and after school

The Ngooloo campus grounds are supervised by school staff from 8:15am until 3:00pm.

Students are not on campus outside of these hours. Outside of these hours, school staff will not be available to supervise students. Although no students are expected to be present on site without a BSC staff member present, other adults employed by The Hub / GELLEN are available between 8:30am and 5:30pm in case of emergency management.

Yard duty

Teaching staff at Bairnsdale Secondary College Ngooloo campus are expected to assist with yard duty supervision.



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the BSC staff office (Room 1) at The Hub.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in BSC staff office (Room 1) at The Hub.

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

Yard duty responsibilities

Staff on 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 Wellbeing 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 staff at The Hub and the Principal at the main campus.

Ngooloo staff will ensure that at least one staff member is in constant supervision of students during break times.

Relatively low student numbers at Ngooloo allow staff to closely supervise all students when on campus. Students at Ngooloo are 15 years and older. An exemption must be obtained from the Principal and Student Support Services for a student younger than 15 years old to attend.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. The Ngooloo campus has 2 staff on site during school hours. If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a colleague for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

If a student asks to leave the classroom to use the toilets they will be given the toilet access key. One student will be permitted to use the toilet at a time.

Ngooloo staff will use the College's Student Wellbeing and Engagement policy to guide actions and understand the College's disciplinary procedures.

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 DE's [Excursions Policy](#).

Ngooloo students do not attend overnight camps.

Digital devices and virtual classrooms

Bairnsdale Secondary College follows the DE's [Cybersafety and Responsible Use of Technologies Policy](#) 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 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 and Procedures](#) for further information.

External providers

Bairnsdale Secondary College's Ngooloo campus also takes steps to ensure student safety when they are engaging in off-site workplace learning programs with external providers, such as when students are participating in work experience, school-based apprenticeships and traineeships, structured workplace learning and any other workplace learning program involving external providers.

For all work placements and apprenticeships Ngooloo staff will accompany the student to the initial interview at the workplace. Employers sign the DE Work Experience Arrangement Form and are given College policies outlining acceptable behaviours, including the BSC Child Safety Code of Conduct and the BSC Child Safety Policy.

Our school will follow all applicable Department of Education and Training policy and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount. The Department's guidelines in relation to Workplace Learning are available at the following link: <https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy>

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.

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.

Supervision of students 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
- Emailed to parents/carers of Ngooloo students at the start of each school year or on enrolment
- Made 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.

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 Ngooloo Campus that require a revision of Bairnsdale secondary College's Yard Duty and Supervision Policy – Ngooloo Campus.